

1. Aim

The aim of this strategy is to outline our approach to supporting the National ‘Prevent’ Agenda linked to the safeguarding of our students and staff. This Strategy is written with reference to the Prevent Duty contained within Section 26 of the Counter Terrorism and Security Act 2015. The Duty states that specified authorities including Further Education Colleges, in the exercise of their functions, must have “due regard to the need to prevent people from being drawn into terrorism”.

2. Objectives

- To develop and reinforce awareness of ‘Prevent’ in the College.
- To recognize current practice, which contributes to the ‘Prevent’ agenda.
- To risk assess the College in order to identify areas for improvement.
- To develop a co-ordinated action plan to address the identified areas for improvement.

3. Awareness of the Prevent Agenda

- Prevent is one of the four elements of ‘CONTEST’, the government’s counter-terrorism strategy. The 4 elements are: Pursue, Protect, Prepare and Prevent. It aims to stop people becoming terrorists or supporting terrorism.
- The Prevent strategy responds to the ideological challenge we face from terrorism and aspects of extremism, and the threat we face from those who promote these views.
- It provides practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support.
- It works with a wide range of sectors (including education, criminal justice, faith, charities, online and health) where there are risks of radicalization.
- It covers all forms of terrorism, including far right extremism and some aspects of non-violent extremism.

Source: <https://www.gov.uk/government/publications/prevent-duty-guidance>.

4. Current College practice which contributes to Prevent

- The College has a safeguarding Policy and a policy relating to PREVENT and British Values.
- The College has strong links with our regional Prevent Coordinator, and is an active member of the Suffolk PREVENT Delivery Group which includes the Head of the Channel Panel, Police Lead for Terrorism, the Local and District Councils, UoS, and Other Colleges. The Group Lead for Welfare and Safeguarding and Welfare staff know how to make a referrals to the Channel Panel, (a process which supports people at risk of being drawn into terrorism).
- Training sessions in WRAP3 are offered regularly for staff to attend; either face to face or online. Other training packages are also used.
 - Our work to promote Equality and Diversity within College, incorporates British Values, contributes to good community relations and reduces the risk of radicalization.
- Mainstream political parties are invited in to College to support democracy related events. The College will not allow representation at such events, from parties with extreme views which promote violence or intolerance.
- Speakers visiting the college are monitored and recorded via the visitor booking scheme.

Staff are provided with PREVENT updates throughout the year to maintain levels of knowledge.

5. Continuous monitoring

- The College will regularly update policies and procedures as regulations change to fully reflect the Prevent Duty.
- Guidelines need to be centrally drawn up for cross college events and as part of any external lettings.
- The College’s ICT policies need to be updated to incorporate the Prevent Duty and monitored as IT changes are made
- Student awareness of the Prevent agenda and their role in preventing radicalization needs continuous development.
- Continuous integration of the Prevent agenda and Fundamental British Values into teaching and learning.

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Risk Scoring

Likelihood		Severity	
Almost Certain	5	Catastrophic	5
Very Likely	4	Major	4
Likely	3	Moderate	3
Unlikely	2	Minor	2
Improbable	1	None or Trivial	1

Prevent Vulnerability / Summary Danger Statement	Gross Score	Existing West Suffolk College controls	Further Action Needed / plan for 2021/22 academic year	Residual Score	Who is Responsible for actions
Online Safety <ul style="list-style-type: none"> Extremist organisations radicalise students online and encourage them to commit acts of violence or incite others to commit acts of violence as 'lone actors'. 	12	<ul style="list-style-type: none"> Tutorial programme via Tutorial systems and employability sessions. 	<ul style="list-style-type: none"> Check that a tutorial programme is in place for online safety and prevent. Check that apprentices are having formal PREVENT training as part of their programme. Check that University Studies students have access to information on PREVENT at regular intervals 	3	Cathy Durrant / Lisa Parish / Elspeth Lee
		<ul style="list-style-type: none"> Regular updates provided to staff and students about news items to raise awareness. 	<ul style="list-style-type: none"> Check that toilets have relevant Safeguarding posters over the summer holidays. Update the safeguarding course for students annually. 	3	Sarah-Louise Neesam / Claire Battey
		<ul style="list-style-type: none"> Robust systems in place for monitoring internet usage and daily reports provided to the Safeguarding Team concerning staff or students attempting to access extremist or violent sites. 	<ul style="list-style-type: none"> Continue to monitor and record e-safety incidents via FortiGate or other systems and discipline students in line with the disciplinary policy 	3	Claire Battey / Cathy Durant / Colin Shaw/Laura Newell
		<ul style="list-style-type: none"> Robust recording system in place to record inappropriate access of the College systems by students and staff. 	<ul style="list-style-type: none"> Record incident on intuition. Take disciplinary measures as needed. 	3	Claire Battey / Cathy Durrant / Laura Newell.
		<ul style="list-style-type: none"> Safeguarding posters visible in all areas. 	<ul style="list-style-type: none"> Poster campaign raising awareness of online safety. Use of large screens 	3	Marketing / Claire Battey
		<ul style="list-style-type: none"> Robust staff training in online safety. 	<ul style="list-style-type: none"> Ongoing staff training by Cathy Durrant in online safety. Annual last completed January 2022. 	3	Cathy Durrant / HR Maria Fox
IT Security <ul style="list-style-type: none"> What filtering/firewall systems are in place to prevent individuals from accessing extremist websites? 		<ul style="list-style-type: none"> FortiGate – This provides both security as a firewall and active monitoring for inappropriate material, rules are set at different levels depending on the subject that the student is studying to provide better protection. Certain types of content can be monitored instead of blocked to ensure traceability is in place for content which may be inappropriate for the whole student population but may be require for a specific subject area. 	<ul style="list-style-type: none"> Reporting system installed and provided by IT to key staff. 		IT staff

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<ul style="list-style-type: none"> Have they been tested recently, are the filtering systems up to date? 		<ul style="list-style-type: none"> Reports are produced on a regular basis and provided to the safeguarding team for review. 	<ul style="list-style-type: none"> Safeguarding Team review daily 		Colin Shaw / Claire Battey / Cathy Durrant
<ul style="list-style-type: none"> Do they alert you if someone tries to access extremist sites; do you know what to do if someone does? 		<ul style="list-style-type: none"> Breaches are referred to the Head of Pastoral Care or Student Welfare Manager for discussion with students and disciplinary action taken as needed. 	<ul style="list-style-type: none"> Welfare to monitor and record breaches. Disciplinary action regarding accessing inappropriate content is recorded on Intuition and dealt with by the Head of Pastoral Care. 		Claire Battey / Cathy Durrant
Local Structure Who attends the PREVENT Delivery group?		<ul style="list-style-type: none"> Suffolk County Prevent delivery group - SLN attending. 	<ul style="list-style-type: none"> No further action needed. Attendance to board meetings has continued. 		Sarah-Louise Neesam
Do you know who your Education Department PREVENT Coordinator is?		<ul style="list-style-type: none"> PREVENT Education Dept Coordinator: Dave Layton-Scott. 	<ul style="list-style-type: none"> No further Action 		Sarah-Louise Neesam
Awareness of key Police lead for Suffolk		<ul style="list-style-type: none"> PC 1580 Faruk Ullah Regional Counter Terrorism Case Officer Eastern Region Special Operations Unit Counter Terrorism Policing (Office 01473 613888 extension 5490 (Mobile 07889 589899 : prevent@norfolk.police.uk : faruk.ullah@beds.police.uk 	<ul style="list-style-type: none"> Faruk Ullah well known to staff. Has provided twice yearly update and been available at Freshers events to see staff and students face to face. Has delivered class talks in some areas eg Public services. No further action 		Sarah-Louise Neesam
Speakers and events Extremist organisations are given a platform to radicalise young people because the College has ineffective processes in the place for vetting speakers and events.	12	<ul style="list-style-type: none"> Risk Assessment in place for speakers with due diligence covered. 	<ul style="list-style-type: none"> Specific reminder given to staff organising talks annually. Specifically in University Studies. Ongoing information sent to staff especially concerning trips. 	2	Claire Battey/ Elspeth Lee
		<ul style="list-style-type: none"> The College maintains a record of all visitors to the college and external speaker are recorded here. 	<ul style="list-style-type: none"> In place no further action 	2	Tracey Murray
		<ul style="list-style-type: none"> Staff are expected to remain in the room with external speakers so they can monitor what is being said to students and can address issues as they arise. 	<ul style="list-style-type: none"> General reminder provided to staff 	2	Claire Battey
		<ul style="list-style-type: none"> Additional question added to visitor booking system which asks about external speakers and due diligence. 	<ul style="list-style-type: none"> West Suffolk College reception organise the visits of speakers well, making sure that they wear the correct lanyard and are not left alone. 	2	Tracey Murray
Who monitors literature/posters? <ul style="list-style-type: none"> Does permission have to be granted for people to distribute leaflets? 		<ul style="list-style-type: none"> Permission is required for leaflet and poster distribution. This could be via a number of different departments including Checked by Laura Newell and Mark Fisher. Unauthorised items are removed. 	<ul style="list-style-type: none"> Leaflets and posters in College should be checked regularly to make certain that they are appropriate and that distribution has been approved. 		Laura Newell / Mark

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➤ Do people know who to contact if they come across extremist literature?		<ul style="list-style-type: none"> Regular updates on PREVENT are provided to staff via all staff email. 	<ul style="list-style-type: none"> Staff updates via PC Faruk Ullah and Claire Battey. Last update for staff Sept 22 on the Safeguarding update on PD. 		Sarah-Louise Neesam / Claire Battey
➤ Do they know what extremist literature looks like?		<ul style="list-style-type: none"> Extremist Literature can come from any source and if it looked inappropriate, the police would be informed immediately. 	<ul style="list-style-type: none"> No further action 		Sarah-Louise Neesam
Policy on external speakers Risk assessment framework for dealing with requests for external speakers on campus.		<ul style="list-style-type: none"> Policy in place: External Speakers Policy. Additional questions added to external visitor booking systems asking about due diligence. 	<ul style="list-style-type: none"> Policy updated annually. 		Sarah-Louise Neesam / Colin Shaw
Islamist extremism The Counter Terrorism Local Profile has not identified the development of Islamist Extremist Groups in the West of County. However, some of our students live and work in areas such as Ipswich where the threat is increased.	9	<ul style="list-style-type: none"> Awareness raising sessions with students about current events and activities. What do they know so far, how can we test it? 	<ul style="list-style-type: none"> PPTs will revisit PREVENT across the year and a new resource of newspaper related articles for discussion has been created. 	2	Cathy Durrant
		<ul style="list-style-type: none"> Regular updates for staff on issues that are in the news and how these may be used to raise student awareness 	<ul style="list-style-type: none"> Prevent to be an ongoing topic which is revisited regularly with staff. Online training updated to new course 2022. 	2	HR/ Sarah-Louise Neesam/ Colin Shaw
		<ul style="list-style-type: none"> Links with faith groups across the area to provide students with a better understanding of multi-faith Britain. 	<ul style="list-style-type: none"> Further links need to be created, some have proved unpopular in the past 	2	Claire Battey / Cathy Durrant
		<ul style="list-style-type: none"> Robust systems in place for reporting concerns about students that are well known by staff 	<ul style="list-style-type: none"> Safeguarding Zone on Staffnet is regularly updated and reviewed. An MS reporting form is available to all staff to use. Staff can also Email or visit Student Welfare in person. Schools have allocated Welfare Officers who know Students and Staff in those areas. There is a safeguarding line which is given priority in working hours. 	2	Claire Battey
		<ul style="list-style-type: none"> For students; introduction to Run Hide Tell, Citizen Aid App as well as Wrap3 online. 	<ul style="list-style-type: none"> Posters in all areas Students shown Citizen App as part of their PREVENT training. 	2	Marketing
Far Right Knowledge The Counter Terrorism Local Profile does identify support for Far Right Extremist Organisations across the West of the County.	12	<ul style="list-style-type: none"> Awareness raising amongst staff and students about right wing extremist organisations. Students need to know details like INCEL – involuntary celibate 	<ul style="list-style-type: none"> PPTs will revisit PREVENT across the year and 'in the news' resources to be used. 	4	Cathy Durrant
		<ul style="list-style-type: none"> Equality and diversity well embedded within the College which create a culture of respect and tolerance. 	<ul style="list-style-type: none"> Events featuring equality and diversity issues to be used in college, including them at Freshers. 	4	Elisha Soanes
		<ul style="list-style-type: none"> Students to be reminded about Run Hide Tell, Citizen Aid app as well as Let's Talk About It resources. 	<ul style="list-style-type: none"> Marketing posters Use of the large screens Encouragement of the CitizenAid app 	4	Cathy Durrant / Marketing
College Knowledge Do Safeguarding and student support service leads recognise Prevent vulnerabilities and what to do if they suspect that someone is being drawn into terrorism		<ul style="list-style-type: none"> Staff do recognise and report issues regularly to Student Welfare and referrals have been made via Suffolk PREVENT Police to the Channel Panel. There is a separate policy for PREVENT. We also have two county Trainer in PREVENT in the welfare team. The Group Head of Welfare and Safeguarding is also a member of the Eastern Region Counter terrorism Advisory Group and another 	<ul style="list-style-type: none"> Continuous ongoing training and awareness raising amongst the staff. On going updates and training specifically for Welfare staff. 		Sarah-Louise Neesam / Claire Battey

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		Welfare Officer is also a member of the Youth group version to ERCTG.			
Do safeguarding policies incorporate Prevent vulnerabilities?		<ul style="list-style-type: none"> Hate crime are reported to the police if we are informed of issues, as we recognise the correlation between HATE crime and PREVENT vulnerabilities. 	<ul style="list-style-type: none"> Hate crime as per the CTLP is under reported in Bury St Edmunds and Welfare and Safeguarding staff are aware of this. Police intelligence line used to report as needed. Students encouraged to self report issues as needed. 		Claire Battey / Sarah-Louise Neesam
Is the College using the VTR form?		<ul style="list-style-type: none"> Clear confidentiality statements for students displayed in Student Services and with PPTs. Multi-agency referral and VTR Form are sent to correct services as needed. We also have a welfare assessment, which looks at all aspects of risk for individuals. 	<ul style="list-style-type: none"> We use the National VTR referral form. It is available on the Suffolk Safeguarding Website under PREVENT There is also a flow chart on the same site to follow the correct process 		Claire Battey / Sarah-Louise Neesam
		<ul style="list-style-type: none"> Regular student surveys indicate that students feel safe on site and happy in college. 	<ul style="list-style-type: none"> Questionnaires to students on British values and their understanding annually. 		Alison Hurrell / Gareth
		<ul style="list-style-type: none"> Training for staff on the promotion and embedding of British Values is ongoing. 	<ul style="list-style-type: none"> PD events 		Kate Sida-Nichols
Safe place to discuss terrorism and extremism Are staff trained to facilitate discussions on terrorism and extremism?		<ul style="list-style-type: none"> Our staff have received up to date online training and face to face updates with our Police Lead. 	<ul style="list-style-type: none"> Monitoring of Staff training. 		HR/ Kate Sida-Nichols / Sarah-Louise Neesam
Are there opportunities available to do this i.e. do you run a programme of seminars?		<ul style="list-style-type: none"> Tutors are expected to encourage student discussion on controversial issues. 	<ul style="list-style-type: none"> PD sessions have supported staff with this topic. Faruk Ullah was invited to attend and speak at Classes in 2020/21 on PREVENT issues. 		Kate Sida-Nichols / Sarah-Louise Neesam
Can external speakers be invited to discuss PREVENT?		<ul style="list-style-type: none"> Speakers are invited in to discuss key topics with students 	<ul style="list-style-type: none"> PC Faruk Ullah came to the freshers event in Sept with colleague PC Shub Singh to talk to students about PREVENT. 		Sarah-Louise Neesam
Are students given the skills to challenge extremist narratives?		<ul style="list-style-type: none"> Students are given tutorials in PREVENT as well as a broad base in other subjects 	<ul style="list-style-type: none"> No further action 		Cathy Durrant
Engagement with Student Union Does the Student Council have an awareness of PREVENT? ➤ Are they aware of the risks? Do they have a student report service?		<ul style="list-style-type: none"> Students in FE trained with Let's Talk About It resources, Run Hide Tell and Citizen Aid. Annual reminder to Student Council 	<ul style="list-style-type: none"> Re-acquaint students on the Student Council each academic year. 		Laura Newell

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Freedom of Speech Revised and enhanced Codes of Practice on Freedom of Speech. Clearer guidelines on balancing freedom speech with the need to protect vulnerable individuals.		<ul style="list-style-type: none"> Looked at within External Speakers Policy. Further guidance given in line with online lessons e.g. protocols for Teams, Google Classroom etc. 	<ul style="list-style-type: none"> Continuous monitoring Are there additional monitoring practices in HE? 		Sarah-Louise Neesam / Colin Shaw / Elspeth Lee
Staff training and awareness Staff are not aware of prevent and are not aware of how to report concerns?	12	<ul style="list-style-type: none"> All staff have completed initial mandatory training. Robust and well-known mechanisms in place for safeguarding which are well publicised. Regular updates provided to staff through email bulletins and team meetings. Governor training delivered by Dave Layton-Scott – Education Dept. Two members of staff are Home Office facilitator trained and deliver regular staff and student sessions. Staff trained and compliance with training monitored by HR. Safeguarding Board which is governor led. 	<ul style="list-style-type: none"> Governors have training, undertaken on two occasions; in 2021/22. SMT have been through WRAP3 or equivalent. Regular Training update for facilitators. Students trained using online resources in tutorials. 	2	Sarah-Louise Neesam
Campus Security Are students/staff challenged if they are not wearing ID <ul style="list-style-type: none"> How are authorised visitors managed? 		<ul style="list-style-type: none"> Staff add visitor details to an online database accessed by main reception staff. No one can get into West Suffolk College without going to reception as the barrier stops them. 	Monitoring. all staff responsibility.		All staff
<ul style="list-style-type: none"> How to identify/stop unauthorised visitors? 		<ul style="list-style-type: none"> Visitors must report to reception and sign in and are given visitor badges on lanyards. They are not about to walk around the campus unattended. 	No further action		Tracy Murray
<ul style="list-style-type: none"> How do you restrict access to the campus i.e. swipe, code entry. 		<ul style="list-style-type: none"> All staff and students are allocated badges on lanyards, which should be on them at all times. Badges activate a barrier in order for students to come in and out of college. High fences and locked gates secure the campus and ensure all entry is through reception. 	No further action		Tracey Murray
Policies & Procedures What policies need to be changed to incorporate PREVENT (Safeguarding, Security & Estates management, disciplinary, behaviour, external speakers)		<ul style="list-style-type: none"> Safeguarding already incorporated, Confidentiality Policy recently amended to include reference. External speakers policy included. 	Monitoring annually. Are University Studies policies and practices incorporating the PREVENT duty		Sarah-Louise Neesam / Elspeth Lee
PREVENT Messaging How can PREVENT be communicated better i.e. posters, newsletters, intranet, student and staff handbooks, staff induction, internal literature		<ul style="list-style-type: none"> Posters on campus for students and staff changed regularly, Staff information via email briefing. Staff information on Dashboard. Apprentices are given specific information on PREVENT 	<ul style="list-style-type: none"> Advise staff of new campaigns, but 'drip feeding'. Updates on RUN HIDE TELL and citizen aid. 		Sarah-Louise Neesam / Marketing
Staff and volunteers Are you vigilant to staff members and volunteers potentially radicalising students? Do you have policies and procedures that can handle this?		<ul style="list-style-type: none"> Staff code of conduct. Safeguarding. Whistle blowing. Staff training monitored termly by the New committee check title. Apprenticeship placements are provided with appropriate material on prevent 	<ul style="list-style-type: none"> Continuous monitoring 		Sarah-Louise Neesam

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Partnership working If the College does not have effective partnerships with organisations such as the Local Authority, Police Prevent Team and regional coordinator it may not forward concerns appropriately and may not be aware of the wider risks within the community.		<ul style="list-style-type: none"> Excellent links with the local authority, police, regional coordinator and other agencies working with PREVENT. Good links with other providers in the area enable the college to share practice. SLN attending the Regional Counter Terrorism Advisory Group as a critical friend. SLN attends the local PREVENT Delivery Board. DSL meeting for feeder high schools and Colleges in the West of the county. SLN attends the SSP which is multi-agency. Apprenticeship team have strong links with other employers some of which will be related agencies. SLN sits on West Area community safety partnership Board. 	<ul style="list-style-type: none"> Make sure all new contacts updated. 		Sarah-Louise Neesam
Funding & resources		<ul style="list-style-type: none"> No we do not fund community / voluntary or student groups. Occasionally outside agencies use our site but these are properly documented bookings and are well known contacts. Visitors will be booked in with reception in advance. 	<ul style="list-style-type: none"> Monitor 		Andy Swift/ Pam Ewan
<ul style="list-style-type: none"> Do you fund community/voluntary/student groups? 		<ul style="list-style-type: none"> All proper checks are made. 	<ul style="list-style-type: none"> Continuous monitoring 		Pam Ewan
<ul style="list-style-type: none"> How do you know that monies are not funding extremist activities? 		<ul style="list-style-type: none"> No we don't have booking 	<ul style="list-style-type: none"> Not applicable 		Colin Shaw
<ul style="list-style-type: none"> Do student/external groups book your rooms, how do you monitor if extremist activities are taking place? 		<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 		Colin Shaw
<ul style="list-style-type: none"> Do you have a booking form/policy that states extremist activities must not take place? 					
Lockdown There is no business continuity plan and not procedure for lock down meaning that if there was an incident chaos and panic would spread.	16	<ul style="list-style-type: none"> Business continuously updated annually. Lockdown procedure in accordance with crowded placed guidance. 	<ul style="list-style-type: none"> Lockdown to be practiced with staff ('lockdown' meaning an emergency lockdown in college due to a critical incident. This would need to be in all buildings 6th form, built environment and University Studies building Possible change of legislation to monitor here for building containing more than 50 people 	4	Steve Hart Sarah-Louise Neesam
Dealing with an incident		<ul style="list-style-type: none"> Colin Shaw 	<ul style="list-style-type: none"> Continuously monitored. 		Colin Shaw
<ul style="list-style-type: none"> Does your critical management plan identify a lead person to deal with terrorist related issues? 		<ul style="list-style-type: none"> Risk management procedure 	<ul style="list-style-type: none"> Continuous monitoring 		Colin Shaw
<ul style="list-style-type: none"> How will you communicate with and reassure local communities, staff and students? 					

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<ul style="list-style-type: none"> Who will deal with the Press? 		<ul style="list-style-type: none"> Carrie Edwards 	<ul style="list-style-type: none"> No Further action 		Carrie Edwards
<ul style="list-style-type: none"> How will you communicate with and reassure local communities, staff and students? 		<ul style="list-style-type: none"> Business continuity plan. 	<ul style="list-style-type: none"> No Further action 		Colin Shaw
<ul style="list-style-type: none"> Have you identified what support you may require? 		<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 		
<p>Dangerous Substances Is the institution aware of and complying with all relevant legislation in the storage and handling of dangerous substances including chemicals, bacteria, viruses and toxins?</p>		<p>Health and Safety Protocols in place -</p> <ul style="list-style-type: none"> Health and Safety Policy Accident incident reporting Action in the event of fire Bomb threat and suspicious packages Bomb Threat Call checklist. Procedure (None Accidental Explosion or Hostile Intruder) 	<ul style="list-style-type: none"> Continuous monitoring of legislation. 		Steve Hart

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