

WARSASH
MARITIME
SCHOOL

Safety Training
Warsash Maritime School
Newtown Road
Warsash SO31 9ZL

General Emergency Procedures

EMERGENCY PHONE NUMBER

In office hours: 08:30 to 17:00

Security Team (6am-6pm) mobile: (9) 07740 924873

PART OF
SOLENT
UNIVERSITY

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1. INTRODUCTION

1.1 The general emergency procedures detailed within this document are

- (i) First Aid
- (ii) Fire
- (iii) Bomb Threat
- (iv) Untoward Event / Dangerous Occurrence

1.2 Documents supporting these procedures are listed at Para 6.

2. FIRST AID

2.1 POLICY

- 2.1.1. First aid requirements in accordance with current legislation will be established through risk assessment.
- 2.1.2. First aid facilities will be provided, to support the requirements established following risk assessment.
- 2.1.3. Suitably trained first aid staff will be appointed.
- 2.1.4. A suitably experienced First Aid Facilitator will be appointed
- 2.1.5. Employees, contractors, customers and others will be informed of arrangements for the provision of first aid.
- 2.1.6. Records of accidents / incidents will be kept and forwarded to the Health and Safety Advisor at Solent University (SU).
- 2.1.7. Management will ensure there is suitable first aid provision at sub contracted facilities.

2.2 PROCEDURE FOR SUMMONING FIRST AID ASSISTANCE

Between 0830 and 1700 hours Mon-Fri

- 2.2.1. All Safety Training staff are designated 'duty first aiders' and are able to provide first aid to either other staff or students as may be required during their normal duties/activities on site. Staff must be informed in the event of any accident, injury or near miss.
- 2.2.2. The location of First Aid equipment is to be shown to delegates/visitors.

- 2.2.3. On the Pier Head, the location of the telephone and actions to be taken in the event of an emergency are communicated to students; ringing 999 for direct access to emergency services as required.
- 2.2.4. Staff should act promptly in the event of any situation which may require external emergency service assistance.
- 2.2.5. Give location, nature of the problem and your name.
- 2.2.6. A member of staff will inform the Safety Training Manager on 07917 308830 (or in their absence the Senior Lecturer I/C Safety Training 07785 468892) and relevant Course Manager

Outside of these hours

- 2.2.7. Contact the Security Team by dialing (9) 0774 092 4873.

2.3 PROCEDURE FOR SUMMONING AN AMBULANCE

Between 0830 and 1700 hours Mon-Fri

- 2.3.1 Dial (9)999 on any campus phone or 999 from a mobile.
- 2.3.2 Give location, nature of the problem and your name. A member of staff will ask for additional information that is required by the ambulance staff.
(SHE/FORM/002)
- 2.3.3 If the emergency services are required, they may be contacted by dialing 999. If an internal phone is used “9” is required before dialing 999 in order to obtain an outside line. State the address and post code as Warsash Maritime School, Newtown Road, Warsash, Southampton SO31 9ZL.
- 2.3.4 If the emergency involves person(s) injured within any facility that requires specialist access (e.g. Fire units or escape chute), then the Hazardous Area Response Team (HART) are to be requested.
- 2.3.5 A member of staff will be despatched to the site entrance to meet the ambulance and any other emergency service vehicles.
- 2.3.6 If the incident takes place in Moyana, the course lecturer nominates, a responsible student/delegate to wait outside the former reception building to intercept and direct an ambulance to Moyana.
- 2.3.7 When an ambulance is requested the ambulance control will require information as detailed in SHE/FORM/002.
- 2.3.8 A member of staff will inform the Safety Training Manager on 07917 308830 (or in their absence the Senior Lecturer I/C Safety Training 07785 468892) and relevant Course Manager

Outside of these hours

- 2.3.9 If the emergency services are required, they may be contacted by dialing 999. If an internal phone is used “9” is required before dialing 999 in order to obtain an outside line. State the address and post code as Warsash Maritime School, Newtown Road, Warsash, Southampton SO31 9ZL.
- 2.3.10 When an ambulance is summoned directly by any individual out of hours, Security should always be informed by dialing (9) 0774 092 4873.
- 2.3.11 When an ambulance is summoned, it is to be met and directed on campus by Security.
- 2.3.12 When an ambulance is requested the ambulance control will require information as detailed in SHE/FORM/002.

2.4 CASUALTY DISPOSAL

By Ambulance

- 2.4.1 If required, the first aider will arrange for any casualty taken to hospital by Ambulance to be accompanied by a member of staff or a suitable companion.
- 2.4.2 Persons under 18 years of age must be accompanied.
- 2.4.3 A first aider is not required to accompany the casualty in an ambulance as the emergency services will be providing medical attention as needed.
- 2.4.4 The first aider will ensure the casualty, and companion, have instructions on how to return to Warsash campus and action to be taken on return.

By Taxi

- 2.4.5 Between 0830 and 1700 any casualty taken to hospital Accident and Emergency in a taxi is to be accompanied by a first aider where appropriate. Outside of these hours, if a first aider is not available, the casualty is to be accompanied by a responsible person. Persons under 18 years of age must be accompanied.
- 2.4.6 A first aid kit is to be carried by the first aider when accompanying a casualty.
- 2.4.7 Once the casualty has been handed into the care of the hospital the first aider or responsible person may return to Warsash campus if appropriate.
- 2.4.8 The first aider or responsible person is to ensure the casualty has instructions on how to return to Warsash campus and action to be taken on return.

Other

- 2.4.9 Casualties referred to a doctor, practice nurse, or walk in centre need not be accompanied. Persons under 18 years of age must be accompanied.

2.5 OUTCOMES

- 2.5.1 Casualties returning to Warsash campus from hospital or other treatment centre are to report to Safety Training Manager during office hours or security out of hours.
- 2.5.2 Treatment outcomes are to be entered onto the accident report form.

2.6 INDIVIDUAL RESPONSIBILITIES

- 2.6.1 Employees with specific responsibilities for first aid will have those responsibilities set out by the SU Health and Safety Advisor.
- 2.6.2 Employees with specific responsibilities during a first aid incident will have those responsibilities set out by their line manager or the SU Health and Safety Advisor.

2.7 FACILITIES AND EQUIPMENT

- 2.7.1 First aid boxes, and other equipment will be maintained by nominated employees.

2.8 REPORTING PROCEDURES

- 2.8.1 Any injury to employees, customers, contractors and others is to be reported using SHE/FORM/001 and investigated as appropriate.
- 2.8.2 Accidents occurring at sub contracted facilities, are to be reported on SHE/FORM/001 as well as through the system employed by the sub-contractor.
- 2.8.3 Completed accident forms are to be sent to the WMS Health & Safety Co-ordinator and then sent on to the SU Health & Safety Adviser.
- 2.8.4 The WMS Health & Safety Co-ordinator will review all report forms, take appropriate action to inform line managers or others as appropriate, and initiate any follow up required, in conjunction with the SU Health & Safety Adviser. Further reporting may be required under RIDDOR.
- 2.8.5 Actions taken subsequent to initial completion of an accident form are to be recorded and forwarded as at 2.8.3

2.9 RECORD KEEPING

- 2.9.1 The WMS Health & Safety coordinator will, for audit purposes only, keep a record of casualty's name and date of incident.
- 2.9.2 All records are subject to data protection legislation and remain confidential documents.
- 2.9.3 Copies of accident reports may not be made and kept by individual staff.

2.10 PROCESS REVIEW

2.10.1 The School is responsible for a periodic review of the first aid process as part of a standing Health and Safety agenda item in the regular senior management meetings.

2.10.2 Accident statistics relating to WMS, produced by the SU Health & Safety Adviser, will be reviewed by the SHE Committee.

2.10.3 FIRE

3.1 POLICY

3.1.1 Fire requirements in accordance with current legislation will be established through risk assessment including the designation of fire wardens.

3.1.2 Employees, contractors, customers and others will be informed of arrangements for action to be taken in the event of fire.

3.1.3 Management will ensure employees have adequate information and training for them to be able to act effectively in the event of fire.

3.1.4 Management will ensure contractors, customers and others have sufficient information for them to be able to act effectively in the event of fire.

3.2 ACTION ON DISCOVERY OF A FIRE

3.2.1 Raise the alarm.

3.2.2 Only tackle the fire with equipment provided, if confident to do so and without putting yourself or others in danger.

3.2.3 Evacuate the building in a safe and expedient manner and proceed to the designated assembly point.

3.2.4 Delegates at the beginning of their course, should be made aware of two exits from the classroom and directions to the muster point from practical facilities including the Pier and Fire Ground, should the fire alarm sound.

3.2.5 The lower site muster point for all delegates, staff and visitors (using Drummond, Fire School (including those on fire ground), Nigel Gee, Waterside and Pier Head) is on the gravel side verge of the foreshore access road (by the sea wall), to the west of the pond.

3.2.6 For delegates and staff on the upper site during lunch times, the muster point is by the former Flagpole site opposite the old Reception Building.

3.3 RAISING THE ALARM

Between 0830 and 1700hours Mon-Fri

- 3.3.1 Raise the alarm by operating the nearest break glass fire alarm.
- 3.3.2 Contact Security (9) 07740 924873 on any internal telephone stating the location of the fire.
- 3.3.3 If the emergency services are required, they may be contacted by dialling 999. If an internal phone is used “9” is required before dialling 999 in order to obtain an outside line. State the address and post code as Warsash Maritime School, Newtown Road, Warsash, Southampton, SO31 9ZL.
- 3.3.4 If the fire service is summoned directly by any individual using “999”, a member of staff will inform the Safety Training Manager on 07917 308830 (or in their absence the Senior Lecturer I/C Safety Training 07785 468892) and relevant Course Manager

Outside of these hours

- 3.3.5 If the emergency services are required, they may be contacted by dialling 999. If an internal phone is used “9” is required before dialling 999 in order to obtain an outside line. State the address and post code as Warsash Maritime Academy, Newtown Road, Warsash, Southampton, SO31 9ZL.
- 3.3.6 Contact the (security mobile phone) Security by dialing (9) 0774 092 4873.

3.4 ACTION ON HEARING THE FIRE ALARM

- 3.4.1 Evacuate the building and proceed to the designated assembly point as shown on the emergency signs.
- 3.4.2 Take no further action if it is unsafe to do so.
- 3.4.3 Close windows (switch off machinery) and (close) doors on leaving a room but not if this will endanger yourself.
- 3.4.4 Check the immediate area for other people and ensure they leave the building, giving assistance where required.
- 3.4.5 (Take any first aid boxes or other first aid equipment with you.) In workshops make the area safe if possible, do not endanger yourself.
- 3.4.6 Leave the building by the nearest marked route in a brisk but calm orderly manner.
- 3.4.7 **DO NOT** stop to collect personal possessions.
- 3.4.8 **DO NOT** use lifts.
- 3.4.9 **DO NOT** return to the building until advised it is safe to do so by the Facilities Team or Fire Service.
- 3.4.10 Obey any instruction given by a Fire Warden (member of staff).

3.5 ACTION ON ARRIVAL AT AN ASSEMBLY POINT

- 3.5.1 Remain at the assembly point until permission is given to leave.
- 3.5.2 Remain with your work group colleagues or class.
- 3.5.3 If you are responsible for a class, you must take a class register with you and ensure all the students leave the building and remain at the assembly point. Safety Training course lecturers are to do a head count to ensure that all delegates/students are present.
- 3.5.4 Security and staff will check their designated areas and report to the incident controller. Until February 2021, the Incident Controller will be the most senior member of the Facilities Team on duty.

3.6 PROCEDURE FOR SUMMONING FIRE SERVICE

0830 and 1700 hours Mon-Fri

- 3.6.1 The fire service may be contacted by dialing 999. If an internal phone is used “9” is required before dialing 999 in order to obtain an outside line. State the address and post code as Warsash Maritime School, Newtown Road, Warsash, Southampton, SO31 9ZL.
- 3.6.2 If the fire service is summoned directly by any individual using “999”, reception and Security Team should be informed immediately.
- 3.6.3 Contact Security mobile phone by dialing (9) 0774 092 4873.
- 3.6.4 Staff members of Safety Training will detail a responsible person to meet and direct the fire service.

Outside of these hours

- 3.6.5 The fire service may be contacted by dialing 999. If an internal phone is used “9” is required before dialing 999 in order to obtain an outside line. State the address and post code as Warsash Maritime School, Newtown Road, Warsash, Southampton, SO31 9ZL.
- 3.6.6 Security should be informed immediately if the fire service has been contacted direct by the person raising the alarm.
- 3.6.7 Contact Security by dialing (9) 0774 092 4873.
- 3.6.8 Security will detail a responsible person to meet the fire service.

3.7 INDIVIDUAL RESPONSIBILITIES

- 3.7.1 Employees with specific responsibilities during a fire alarm will have those responsibilities set out by their line manager or the SU Health and Safety Advisor.
- 3.7.2 When a fire alarm sounds all first aiders, having ensured they have been included in departmental head counts, will report to their nearest assembly point with their first aid kit. If first aiders/ambulance are required then they will be requested by Security, staff or Fire Wardens.
- 3.7.3 When a fire alarm sounds all other first aid qualified staff, having ensured they have been included in departmental head counts, are to identify themselves to control staff at the assembly point and work under their direction. Where possible they should take first aid kit with them to the assembly point.

3.8 TRAINING

- 3.8.1 All employees will attend training sessions on fire procedures and fire fighting equipment, as identified through risk assessment.
- 3.8.2 A minimum of one fire drill per academic term will be carried out.
- 3.8.3 Employees with specific responsibilities during a fire alarm will receive annual training as a minimum.

3.9 RECORD KEEPING

- 3.9.1 Records of all staff training will be kept.
- 3.9.2 Records of all fire incidents and fire drills will be kept and the SU Health & Safety Adviser informed.

3.10 PROCESS REVIEW

- 2.10.4 The School is responsible for periodic review of the fire emergency process as part of a standing Health and Safety agenda item in the regular senior management meetings.
- 3.10.1 Reported incidents and drills will be reviewed at SHE Committee meetings.

3.11 FIRE PREVENTION

- 3.11.1 All employees have a responsibility to manage their activities to reduce the risk of fire including good housekeeping, keeping fire exits clear, appropriate equipment maintenance and reporting any problems.
- 3.11.2 All employees have a responsibility to know what actions they need to take during a fire alarm including, the methods of raising the alarm, the position of alarms, the position of emergency power cut off points and emergency escape routes.

3. BOMB THREAT

4.1 POLICY

- 4.1.1 Employees, contractors, customers and others will be informed of arrangements for action to be taken in the event of a bomb threat.
- 4.1.2 Management will ensure employees have adequate information and training for them to be able to act effectively in the event of a bomb threat.
- 4.1.3 Management will ensure contractors, customers and others have enough information for them to be able to act effectively in the event of a bomb threat.

4.2 ACTION ON RECEIPT OF A BOMB THREAT

- 4.2.1 Note all details of the threat including any code word that may be used.
- 4.2.2 Raise the alarm.

4.3 ACTION ON DISCOVERY OF SUSPECT MATERIAL

- 4.3.1 Raise the alarm.
- 4.3.2 Evacuate the immediate area only and await instruction.

4.4 RAISING THE ALARM

- 4.4.1 **DO NOT** use the break glass fire alarm. Total evacuation of a building may be inappropriate and could result in any evacuation passing by where suspicious material is located. An alternative route to that usually taken may need to be used.
- 4.4.2 **DO NOT** use a mobile phone if used within 25 metres of suspect material.
- 4.4.3 Instruct others to ensure mobile phones are switched off.
- 4.4.4 Inform others in the immediate vicinity of any suspect material, to evacuate the area and the route to take.
- 4.4.5 Await instructions from the Incident Controller.

Between 0830 and 1700 hours Mon-Fri

- 4.4.6 If the emergency services are summoned directly by any individual using “999”, Security should always be informed. Do not use a mobile phone to do this if within 25 m of any suspect material.

Outside of these hours

- 4.4.7 The emergency services should be contacted by dialing 999. Using an internal phone "9" is required before dialing 999 in order to obtain an outside line. State the address and post code as Warsash Maritime School, Newtown Road, Warsash, Southampton, SO31 9ZL.
- 4.4.8 **DO NOT** use a mobile phone to contact the emergency services if within 25m of any suspect material.
- 4.4.9 Security should be informed immediately, if the emergency services have been contacted direct by the person raising the alarm.
- 4.4.10 **DO NOT** use the mobile phone number to contact (security, if security staff) Facilities Team if they could be within 25m of suspect material.
- 4.4.11 **DO NOT** use an internal phone to contact (security guard) Facilities Team, as it could be redirected to their mobile phone.
- 4.4.12 To contact a duty security officer go to MOS building to alert the Security officer or alert a staff member on the Fire Ground or Nigel Gee building.

4.5 ACTION ON BEING INFORMED OF A BOMB THREAT

- 4.5.1 Switch off mobile phones.
- 4.5.2 Evacuate the immediate vicinity of suspect material.
- 4.5.3 Wait for instructions before evacuating the building. Total evacuation of a building may be inappropriate and could result in evacuation passing by where suspect material is located. An alternative route to that usually taken may need to be used.
- 4.5.4 When a building is evacuated it should be to the nearest assembly point unless told otherwise.
- 4.5.5 Check the immediate area for other people and ensure they leave the building, giving assistance where required.
- 4.5.6 Take any first aid boxes or other first aid equipment with you.
- 4.5.7 Leave the building in a brisk but calm orderly manner.
- 4.5.8 **DO NOT** stop to collect personal possessions.
- 4.5.9 **DO NOT** use lifts.
- 4.5.10 **DO NOT** return to the building until advised to do.

4.6 ACTION ON ARRIVAL AT AN ASSEMBLY POINT

- 4.6.1 Remain at the assembly point until permission is given to leave.
- 4.6.2 Remain within your work group or class.

- 4.6.3 Lecturers are to call class register, or do a head count, to ensure that all students are present.
- 4.6.4 Departmental Heads are to do a head count to ensure that all staff are present.
- 4.6.5 The Incident Controller, or Security representative, at the assembly point is to be informed of head counts.
- 4.6.6 Out of hours Security will detail a responsible person to check names of visitors on-site, as appropriate.
- 4.6.7 If evacuation is required to a secondary location, this location and details of the route to be taken will be given by a member of staff or Security.

4.7 PROCEDURE FOR SUMMONING THE EMERGENCY SERVICES

- 4.7.1 **DO NOT** use mobile phones to summon the emergency services if used within 25 metres of suspect material.

Between 0830 and 1700 hours

- 4.7.2 The emergency services may be contacted by dialling 999. If an internal phone is used “9” is required before dialling 999 in order to obtain an outside line. State the address as Warsash Maritime School, Newtown Road, Warsash, Southampton, SO31 9ZL.
- 4.7.3 A member of Security will be directed by reception to meet the fire service. The Incident Controller will direct Security, Fire Wardens or other staff as available to meet and direct the emergency services.

Outside of these hours

- 4.7.4 The emergency services may be contacted by dialling 999. If an internal phone is used “9” is required before dialling 999 in order to obtain an outside line. State the address as Warsash Maritime School, Newtown Road, Warsash, Southampton, SO31 9ZL.
- 4.4.13 Security should be informed immediately if the emergency services have been contacted direct by the person raising the alarm. Contact Security by dialling (9) 07740 924873 or go to MOS building to alert the Security officer on duty.
- 4.7.5 **DO NOT** use the mobile phone number to contact (security) Facilities Team if they could be within 25 metres of suspect material.
- 4.7.6 **DO NOT** use an internal phone to contact the security guard, as it could be redirected to the mobile phone.
- 4.7.7 Security will detail a responsible person to meet the emergency services.

4.8 INDIVIDUAL RESPONSIBILITIES

- 4.8.1 Employees with specific responsibilities during a bomb alert will have those responsibilities set out by their line manager or the SU Health and Safety Advisor.
- 4.8.2 (If evacuated during a bomb alert, all duty first aiders, having ensured they have been included in departmental head counts, will report to their nearest assembly point with their first aid kit and work under the direction of the Incident Controller and staff.) If first aiders/ambulance are required then they will be requested by the Incident Controller, Security or staff.
- 4.8.3 (All other first aid qualified staff, having ensured they have been included in departmental head counts, are to identify themselves to control staff at the assembly point and work under their direction.)

4.9 TRAINING

- 4.9.1 Employees with specific responsibilities during a bomb alert will receive annual training as a minimum.

4.10 RECORD KEEPING

- 4.10.1 Records of all staff training will be kept.
- 4.10.2 Records of all bomb alerts will be kept and the SU Health and Safety Advisor informed.

4.11 PROCESS REVIEW

- 4.11.1 The School is responsible for periodic review of the bomb alert emergency process as part of a standing Health and Safety agenda item in the regular senior management meetings.
- 4.11.2 Reported incidents will be reviewed at SHE Committee meetings. UNTOWARD EVENT / DANGEROUS OCCURRENCE (NEAR MISS)

5.1 POLICY

- 5.1.1 Records of untoward event / dangerous occurrences (near miss) will be kept and forwarded to the WMS Health & Safety Co-ordinator for review and then sent on to the Health & Safety Adviser, Solent University.
- 5.1.2 Management will ensure that all untoward event / dangerous occurrences (near miss) are reported and investigated.
- 5.1.3 Employees, contractors, customers and others will report untoward events / dangerous occurrences (near miss).

5.2 REPORTING PROCEDURES

- 5.2.1 Any untoward event / dangerous occurrence (near miss) is to be reported using SHE/FORM/003 and investigated as appropriate.
- 5.2.2 Untoward event / dangerous occurrences (near miss) occurring at sub contracted facilities, are to be reported on SHE/FORM/003 as well as through the system employed by the sub-contractor.
- 5.2.3 Completed forms are to be forwarded to the WMS Health & Safety Co-ordinator for review and then sent on to the SU Health & Safety Adviser.
- 5.2.4 The WMS Health & Safety Co-ordinator will review all reports and take appropriate action to inform line managers and initiate any follow up required. Further reporting may be required under RIDDOR.
- 5.2.5 The manager with responsibility for the area concerned should be informed immediately that an untoward event / dangerous occurrence has occurred.

5.3 RECORD KEEPING

- 5.3.1 Completed SHE/FORM/003 are to be sent to the WMS Health & Safety Co-ordinator for review and then sent on to the SU Health & Safety Adviser.
- 5.3.2 All records are subject to data protection legislation and remain confidential documents.

5.4 PROCESS REVIEW

- 2.10.5 The School is responsible for periodic review of the reporting process as part of a standing Health and Safety agenda item in the regular senior management meetings.

4. SUPPORTING DOCUMENTS FOR STAFF

SHE/FORM/001 Accident/Incident Report Form

SHE/FORM/002 Emergency Assistance

SHE/FORM/003 Near Miss Report Form

7. WARSASH CAMPUS SCHOOL STAFF FIRST AID AND FIRE WARDENS

WMS Health and Safety Coordinator: Suzanne Galloway Ext: 4242

FIRST AIDERS & FIRE WARDENS

| Staff name | Telephone Ext: 0238201 | Located |
|----------------|---------------------------|-------------|
| Mike Blood | 4261 | Nigel Gee |
| Jim Cunningham | 4224 | Nigel Gee |
| Dave Dowds | 4266 | Nigel Gee |
| Catrin Gautier | 4218 | Nigel Gee |
| Alan Hamblen | 4248 | Nigel Gee |
| Paul Hunt | 4198 | Nigel Gee |
| Aaron Froom | 4216 | Nigel Gee |
| Alan Hamblen | 4248 | Nigel Gee |
| Paul Hunt | 4219 | Nigel Gee |
| Becky Hyde | 4226 | Nigel Gee |
| Chris Lish | 4258 | Nigel Gee |
| Andy Baynham | 4256 | Fire School |
| John Griffiths | 4256 | Fire School |
| Keith Jones | 4256 | Fire School |
| Martin Lodge | 4256 | Fire School |