

APPENDIX B

General

The college has identified that some contractors are able to offer a combined cleaning and security provision thus reducing the overall management charges attributable to each contract area.

Contractors are asked to provide costs to deliver both cleaning and security services where possible and clearly identify any savings that can be made for delivering both services.

SECURITY PROVISION SPECIFICATION – 2019

SPECIFICATION FOR THE PROVISION OF TWO CONTRACT SECURITY OFFICERS AT BOOTH LANE CAMPUS and ONE CONTRACT SECURITY OFFICER AT LOWER MOUNTS NORTHAMPTON COLLEGE

Purpose

To allow the free enjoyment of the facilities offered by Northampton College two security guards are required to provide security services in addition to those offered by college staff.

The security guards will provide the duties below and will be asked to perform “concierge” duties whilst supervising the entrance barrier system. They may be asked to wear a blazer rather than high viz clothing. The appropriate level of attire in keeping with the role and the image of Northampton College is required to be maintained at all times.

Hours of work Booth Lane

Officers 1

08:00 am to 16:30pm hrs= 8hrs total paid x 5

Officers 2 (variable start times subject to college opening hours. TBN a minimum of 2 weeks in advance) = 8hrs total paid x 5

Cover required up to 30 minutes before final lockup (TBC)

Current close times are

Monday and Friday 19:30 pm (est start time 11:00pm)

Tuesday – Thursday 22:00 pm (est start time 13:00 pm)

Hours of work Lower Mounds Officer 3

Monday to Saturday 08:45am to 17:15pm hrs= 8hrs total paid x 6

Each officer to be given a thirty minute unpaid break per shift, as directed by the Estates Coordinator

Booth Lane officers required Monday to Friday inclusive, during the academic year and not including Bank Holidays and College closure days.
Lower Mounts officer required Monday to Saturday inclusive, during the academic year and not including Bank Holidays and College closure days.

Monthly meetings with named contract manager and designated College representatives to monitor the contract performance, SLA's and KPI's etc.

Hourly remuneration commensurate with the details and duties of the post.

Training/SIA License requirements needed; -

It is expected that any officer sited at the College will be able to provide the following to a high degree of competency. Preference will be given to any tender returns showing compliance and who can provide relevant certification where applicable.

Conflict management
Law of Trespass
Fire Marshall
St.Johns/British Red Cross First Aid at work qualified (4 day course)
Emergency services liaison
Health and safety
Door supervision
Self defence/restrain techniques
Powers of Arrest/Search/PACE
CCTV operation
Data Protection Act
Customer Services/Retail
Ability to write/speak fluent English
Must be physically fit and able to stand/walk for long periods of time
SITO or equivalent qualified
DBS/PNC checked
Officers at all times to be currently SIA licensed in all of the above
Contract Company to be SIA approved
Safeguarding
Diversity
DDA

Typical duties;

Checking of ID cards on campus, primarily at the entrances to the buildings
Refusing entry to persons without authority for admission
Physical removal of trespassers
Hi-viz security patrolling of the grounds
To deter and detect theft
Car Park Marshalling
Issuing of parking tickets
Enforcing parking regulations Liaison with student community
Customer focused liaison
Operation of in-house CCTV
Key and ID card control/use of
Administration duties
Attendance at court
Provision of evidence/statements to the Police
Implementing Fire drills/evacuations

Operation of Fire and intruder alarms
Replenishment of First Aid boxes
Inspection/replenishment from stock of Fire Extinguishers
Preparation of detailed security/incident reports
Working with the emergency services
First Aider provision
Health and Safety tours
Porterage
Litter Picking
Reception duties
Direct adherence to the daily works schedule as allocated by the relevant shift supervisor
Other Estates duties commensurate with role during non term time periods

Insurance Required

The following requirement is a minimum;

Employers liability	£10,000,000
Public/Products/Efficacy liability	£5,000,000
Loss of Keys	£25,000
Wrongful arrest	£1,000,000

Contractor employers "Duty of Care"

Please ensure that before commencement of duties each member of staff working on any College site is trained in dealing with any identified Risk Assessments/Method statements/COSHH Assessments or site specific hazards.

Ensure these documents are kept on site for inspection by client management and are provided prior to commencement of the contract start/date.

Contractor cover for absence

It will be part of the contract that suitable cover is available for absences.

Equipment to be provided by successful contractor;

Patrol monitoring equipment (if required)
Full "high-viz" uniform full compliment to include external and internal working
Suitable PPE for the role as recommended by contractor's health and safety department
Full "Concierge" type uniform Blazers, Slacks, Tie or Cravat
Torches plus batteries
Pocket book and pen
Plain black protective shoes (steel toe caps)

Equipment to be provided by Northampton College;

Parking tickets
Vehicle barriers
Radio
Ear pieces/microphones
Signage
Keys
Lockers
Consumable stationary

Welfare provision in accordance with legislative requirements
The successful contractor to provide agreed SLA's and KPI's which are to be regularly reviewed.

Whilst all of the above is relatively detailed, it is not expected to be an exhaustive listing and where there is an identifiable reasonable need for the officers to work outside of this remit then they would naturally be expected to do so.

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