



DERBY COLLEGE GROUP HSE ANNUAL REPORT

**Health, Safety &
Environmental
Management
2018/2019**

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EXECUTIVE SUMMARY

The 2018/2019 annual report on health, safety and environmental management summarises Derby College Group's (DCG) performance and the programme of work carried out during the academic year, in order to work towards the highest standards of health, safety and environmental management.

Overall the report captures the diversity of activity relating to health, safety and environmental management that takes place across DCG, whilst combining statistical information on incidents and training, with explanatory information on management.

DCG's commitment

DCG acknowledges that all matters of health, safety and environmental management are essential factors which must be integrated within all corporate and management decisions, such that it is embedded within the Strategic Objectives 2017 - 2020

- Priority Three – Excel in all that we do
 - Ensuring our learning environments are safe, accessible and sustainable, provide aspirational learning zones and foster independent study.

Performance

Health and safety performance compares favourably against the previous academic year.

Data on accidents is displayed in Appendix 2. The report contains some commentary and causes observed.

Positive action taken during the year

DCG's health and safety management system underwent internal audit this academic year, with the outcome being that of substantial assurance, with no recommendations and best practice within the sector identified.

The Environmental Compliance Team became responsible for producing the Duty Safety Officer (DSO) rotas this academic year. This resulted in the training of over 50 managers in the fire safety arrangements across DCG and the successful implementation of the local arrangements across all Colleges – so well done to the team.

Next steps

A number of initiatives were started in 2018/2019 that will be continued moving forward into 2019/2020. For example, implementation of the Educational Visits Database and continuing management of the DSO and Duty First Aider rotas.

The Carbon Footprint is also to be reviewed and revised this academic year, which will provide a supporting action plan in order for DCG to work towards a lower carbon footprint.

1 Policy

i) Improving health, safety and environmental management

The Governing Body recognise the important role it plays in giving leadership to improving health, safety and environmental management across DCG, such that a Governor has taken on board the responsibility of being the Link Governor for this important area. A health, safety and environmental status report is presented by the Environmental Compliance Manager at each Corporation meeting, which details any significant accidents/incidents that have occurred together with any significant risks and reporting against Key Performance Indicators.

In order to ensure that there is a clear direction for DCG in relation to health and safety management, the Health, Safety & Welfare at Work Policy (which is subject to an annual review) was presented to and approved by the Corporation in December 2018. This policy forms the foundation on which all other policies, procedures and guidance are built. All other health and safety policies were reviewed this academic year in order to transfer them onto the new DCG template, with no significant changes being made. A three-year review has now been placed on these policies.

The Environmental Compliance Team comprises of an Environmental Compliance Manager who is a Chartered member of IOSH (Institute of Occupational Safety and Health), a Health, Safety & Environment Adviser, and an Environmental Compliance Administrator.

The Environmental Compliance Team and Estates Management continue to work with curriculum areas to embed best practice to ensure that robust processes are in place in the areas of health, safety and environmental management.

DCG's Environmental Compliance Team provide competent health and safety (including food hygiene and fire safety), and environmental management advice/support across DCG.

The Environmental Compliance Team continues to be responsible for claims management within DCG which has led to improved communication in the management of claims received by DCG, whether this be civil, motor vehicle or property.

The health and safety legislation register continues to be monitored and reviewed to ensure that DCG is meeting its statutory obligations.

ii) Co-operation and communication

Co-operation between DCG, its employees and students is fostered through the Executive Health, Safety & Environment Committee (HSEC), which is chaired by the Deputy Chief Executive. The Committee met three times in 2018/2019. Employee views are represented by Trade Union Safety Representatives. Again, this academic year Trade Union representation has been poor, with only one representative being put forward by the Trade Unions. Because of the poor employee representation Health & Safety Champions and Environmental Champions have been appointed to facilitate communication across DCG.

The Operational Health, Safety & Environmental Management Group which is accountable to the HSEC continues to improve health, safety and environmental management communication. The Group was established to operationally promote

and monitor DCG's Health, Safety & Environment management systems and is chaired by the Health, Safety & Environment Adviser. This group met three times this academic year.

Communication of health, safety and environmental management is primarily through attendance at Team meetings, DCG's intranet site and email system.

The Environmental Compliance Team continue to provide access for employees and students to legislation and guidance produced by the Health & Safety Executive (HSE), Environment Agency, Education and Skills Funding Agency and other relevant bodies.

iii) Competence

The development of health and safety competence amongst DCG employees is a continual process. The training programme contains the following subject areas;

- Health and safety new starter induction
- Health and safety new manager induction
- Protecting against hostile attack, including Stay Safe
- IOSH Managing Safely
- IOSH Leading Safely
- Environmental management
- Asbestos Awareness
- Workplace wellbeing
- Risk assessment
- Manual handling
- Educational visits
- MiDAS
- Emergency procedures, including evacuation equipment, first aid, fire-fighting equipment

DCG's health and safety training matrix identifies employee training requirements dependent on their role and responsibilities within DCG and is graded as to whether it is mandatory, essential for the role or desired. Appendix 1 summarises the training delivered during academic year 2018/2019.

The training was delivered internally by members of the Environmental Compliance Team and the Roundhouse Thinking Team.

The Environmental Compliance Team continues to work with senior management and Learning & Development in order to ensure that a robust training programme is available to meet the needs of DCG. Feedback from each delegate is reviewed to ensure the training programme meets their needs.

Excluding the training programme detailed above, the Environmental Compliance Team are often asked to provide tailored bespoke training for specific groups. In 2018/2019 the following was delivered:

Area:

- Inclusion – Manual handling
- IT – Working at height
- Events Management – General Health and Safety
- DCG-wide – Duty Safety Officer

- DCG-wide – Alertus
- Engineering – Risk Assessment
- DHU – Emergency procedures and use of emergency evacuation equipment
- St James Centre – Emergency procedures and use of emergency evacuation equipment
- Sports – Educational visits
- Sports – Evacuation chair training

The Management of Health and Safety at Work Regulations 1999 requires DCG to have access to competent advice to help it meet its health and safety obligations. This is met through members of the Environmental Compliance Team who continue to participate in Continuous Professional Development schemes run by their accredited professional body and other sources, together with specialist advice being provided from external sources, e.g. Radiation Protection Officer, where necessary.

Facilities management continue to be supported by the Environmental Compliance Team, as one of their key roles is ensuring safety across the DCG estate.

2 Planning and implementing

Planning is essential for the effective implementation of health and safety policies. When executed correctly it is a good way of demonstrating commitment to continuous improvement and promoting a positive health, safety and sustainable culture. DCG has systems in place with regards to the operational implementation and monitoring of approved policies and documentation which supports an effective health and safety management and environmental management system.

Health, safety and environmental management/sustainability planning operates at all levels of DCG, hence the devolution of responsibility to an operational level.

DCG has robust policies, procedures and standards in place for health, safety and environmental management. Our commitment to continuous improvement recognises the increasing challenges of meeting the demands of legislation, regulatory authorities and the Education and Skills Funding Agency, as well as the expectations of employees, employers, students, visitors and the wider community. To ensure that these challenges are met DCG has in place formal reporting procedures to the Corporation, Leadership Team, College Management Team and the Executive Health, Safety & Environment Committee. It is also the responsibility of the Environmental Management Team and Estates to review and monitor their implementation.

i) Health and Safety Risk Management

Control of risk is achieved through co-ordinated action by all members of the DCG community, which also includes robust management of any contractors working for DCG. The appropriateness and effectiveness of this can be measured through the proactive receipt of suitable and sufficient risk assessments, method statements, safe systems of work and permit to work systems.

Health and safety inspections are carried out throughout the year, and during 2018/19 there was a 100% completion rate of DCG's inspection programme. All action plans were provided to management for their areas of responsibility and reviewed in meetings with Estates and Team Managers responsible for the area.

Operational health and safety management audits have been carried out with Team Managers across DCG, with action plans developed as part of the process. Implementation of the action plan is the Team Manager's responsibility, with support being provided, where required, by members of the Environmental Compliance Team.

In support of DCG's risk management processes, a DCG-wide health safety and environment risk register is in place which is reported through Executive HSE Committee and the Executive Risk Management Group.

ii) Fire Safety Management

DCG's fire risk assessments were completed this academic year by Marpal Ltd, from which action plans were developed. It is the responsibility of Facilities & Site Services to liaise with all appropriate parties to ensure that the action plans are implemented. Remedial actions required range from physical work to the estate to minor changes to local procedures.

Fire evacuation exercises were carried out across all Colleges, with drills being carried out at on a termly basis and during times when the campuses were in operation, e.g. evenings and early mornings. Positive action was taken, e.g. minor changes to local procedures such as management at Assembly Points and review of the systems in place for managing people requiring assistance.

iii) Environmental Management

DCG continues to work closely with its waste contractor, Veolia and this relationship provides the opportunity for improvements in recycling rates and appropriate segregation and disposal of waste.

Recycling facilities continue to be rolled out across all Colleges and curriculum areas continue to work with the Environmental Compliance Team and Estates Management with regards to segregating waste at source, with the aim of mirroring and promoting sector best practice with students.

Collaborative work is being undertaken by the Estates Management Team and Environmental Compliance in order to drive forward initiatives to ultimately achieve a robust environmental management system. For example, policy development, establishing operational procedures for waste management, energy consumption, and low carbon management solutions.

Environmental management forms part of the new starter induction in order to raise awareness within DCG about our guiding principles and the cost of effective energy management, for example.

A number of low energy initiatives have been implemented this academic year, with the installation of low energy lighting, water saving devices in urinals and installation of more energy efficient boilers.

iv) Environmental Monitoring - Noise and Dust Assessments

During this academic year environmental monitoring has taken place:

- Agricultural Workshop, Broomfield Hall
The noise monitoring within this environment identified that the average noise levels within the area exceed the exposure limit value of 86 d(Ba).

DCG employees are provided with appropriate Personal Protective Equipment (PPE) to reduce the risk of them experiencing noise induced hearing loss and signs are in place to identify areas that are hearing protection zones.

- **Hudson Building**

The noise monitoring within Carpentry & Joinery Workshops identified that when using the router hearing protection should be worn by the user and those in close proximity. The Woodworking Machine Workshop will continue to be a hearing protection zone.

All dust measurements were found to be below the current exposure limits for respirable and inhalable dust.

v) Workplace Vetting

DCG has legal, moral and contractual obligations with regards to its students' health, safety and welfare whilst they are engaged with employers for the purpose of workbased learning and work experience.

The Work Experience Team, Apprenticeship Team and Business Development input all documentation and information pertaining to employer health, safety and safeguarding assessments into the central records library and database, with the Environmental Compliance Team providing the strategic overview.

vi) Food Safety

The Environmental Compliance Team works with Caterlink, Hospitality and Catering and Little Explorers Nursery to ensure high standards of food safety and hygiene, which is achieved through inspections and meetings. 5* food hygiene ratings have been awarded to all catering facilities across DCG, following inspections undertaken by local authorities.

Little Explorers Nursery and the Engine Shed Restaurant underwent independent audits by the Navitas Group this academic year, with Little Explorers attaining a score of 98% and the Engine Shed Restaurant 97.5%. No significant risks were identified with regards to food safety within these two areas.

Caterlink continue to be audited against the European Food Hygiene standards to enable them to continually monitor and improve food safety standards and quality within the DCG outlets, attaining over 95% in all of their outlets.

vii) Counter Terrorism

This academic year time has been spent with the Events Team upskilling them on the local protocols and action to take should an incident occur during an event.

ACT (Action Counters Terrorism) Awareness e-learning has been rolled out to DCG peripatetic employees.

viii) Link Governor

Stronger links have been forged with the Corporation this year with the identification of a Link Governor. Frequent meetings have taken place between them and Environmental Compliance, with both parties finding this of benefit.

The links with the Corporation have been further enhanced by the Environmental Compliance Manager attending each Corporation meeting to present an update report on compliance and KPI progress.

ix) Business Continuity

The Critical Incident and Business Continuity Plan has been regularly updated this year. Monthly meetings have taken place with key members of the critical incident management team when they have had to work through actions that they would take with a given scenario, i.e. major gas leak at the Roundhouse. This has been well received by all attendees.

x) CCTV Management

Following successful attendance at a CCTV management course DCG now has six qualified and licensed CCTV Operatives.

A robust management policy, supportive documentation and process has been implemented this year in line with the requirements of the ICO's Code of Practice and there has also been significant investment this year into CCTV coverage and recording capability.

xi) UK Parliament Week

DCG participated in UK Parliament Week this academic year, with a group of A-level students visiting the Houses of Parliament in November. This was followed by DCG hosting the Health & Safety Executive at the Joseph Wright Centre, working with a group of A-level students on the workplace of the future vis-à-vis health and safety developments, culminating in a debate modelled around the process of passing a Bill through Parliament.

xii) Duty Safety Officer

Over 50 managers were trained this year to carry out the role of Duty Safety Officer. This has resulted in robust rotas being put into place across all DCG Colleges which cover the whole of the academic year.

xiii) Boiler House, Broomfield Hall

A review of the practices of stoking the boilers at Broomfield Hall was carried out this academic year, which included inspection of the Personal Protective Equipment provided. The review resulted in Respiratory Protective Equipment being provided, together with more appropriate protective clothing. This has been well received by the employees who carry out this task.

xiv) Educational Visits Database

Research has been carried out over this academic year with regards to providing an electronic system for managing educational visits. Several options have been reviewed and a preferred supplier has been identified (Evolve) which is used across the FE sector. Moving forward this will be rolled out across DCG over the forthcoming academic year.

3 Monitoring

Monitoring DCG's health and safety performance is a legal requirement under the Management of Health and Safety at Work Regulations 1999. Measuring performance against agreed standards to reveal when and where improvement is needed is also an essential part of best practice in health, safety and environmental management. As a college we are continually monitoring our performance in order to ensure that we maintain the highest possible standards and comply with sector best practice.

i) Proactive monitoring

The Environmental Compliance Team, in conjunction with Trade Union Health & Safety Representatives carried out inspections across all DCG-occupied estate during the 2018/2019 academic year, from which action plans were developed and brought to the attention of curriculum areas and Estates for action. In line with DCG's KPI, we achieved 100% compliance.

Members of the Environmental Compliance Team were involved in visits to all areas of DCG on a very wide range of topics. Specific areas included, for example, engineering in order to support them to improve health and safety management in this high-risk area.

Health & Safety management audits were undertaken with Team Managers in order to assess how health and safety was being managed at an operational level, from which action plans were developed.

A robust health surveillance programme is in place across DCG, with the following surveillance events being carried out this academic year, attended by 160 employees:

Audiometry screening	15
Diagnostic Audiology	78
Respiratory	153
Dermatology	153
Hard Arm Vibration (Tier 2)	35

Where health surveillance has identified a potential area of concern, i.e. noise induced hearing loss the Team Manager and employee are met with and an assessment is carried out in order to reduce the risk of further harm occurring.

ii) Reactive monitoring

The total accidents, incidents and near misses reported for academic year 2018/19 is 432, however 181 of those reports are classed as 'non College related/first aid incidents' and are therefore taken out of the total, providing a total of 251 accidents, incidents and near misses for the academic year, compared to 235 reports for the year previous.

Six of the reports received resulted in RIDDOR:

- Students were outside the Sports Barn making a video for an English Assignment - when the student who was acting as the thief who had stolen a trophy slipped on the grass and the two students who were acting as police tripped over the thief. Injured person (IP) landed on the trophy receiving a deep cut on their little finger on their right hand. They also received small cuts on their second and third finger as well. First Aid was provided to stop the bleeding. IP was taken to A&E where butterfly stitches were applied to their little finger (right hand) and the finger was also strapped. Risk assessment for activity reviewed and further support provided by Environmental Compliance to the area with regards to the production of risk assessments.
- During a Propagation practical on the grafting of plant stems in the classroom using a new Felco grafting knife, a student cut parallel down a finger. First aid was administered but this did not stop the bleeding. IP went to A&E where stitches were applied to the finger. Safe practices reviewed with students working with this equipment.
- A student was cutting a length of conduit which slipped in the vice and cut their knuckle on their middle finger (possible burr on conduit). First Aid was administered. The IP went to hospital and received 3 stitches to their thumb. As a result of the incident, all students were re-inducted on the safe methods of cutting steel pipe using a hacksaw. Risk assessment revisited with regards to the wearing of gloves when undertaking the cutting of steel pipes.
- A student fell off his motor bike after the bike front wheel stuck a section of un-gritted ice on the entrance to the car park of the Johnson Building. IP went to hospital and thumb and hand were bruised, but not broken. CCTV gave a clear view of the incident which showed that the student increased his speed away from traffic towards the barrier before breaking. (On a motorcycle the breaking is with the right hand for the front break and the right foot for the rear.) You can see the rider with their foot clearly away from the bike and not in control of the vehicle. The student is a young rider on L plates. This was the primary reason for the accident. Other vehicles were travelling at speed in and around the bend with little change in speed which suggest ice wasn't a primary factor.
- A student was using a panel/rip saw to cut a section of timber on a saw horse. The student was using their knee to brace the section of timber to keep it in place and prevent it from slipping – this is common practice with most joiners. On the up stroke of the cut, the student made contact with the middle of their right thigh, slashed their trousers (already cut and worn in some places) and slashed their leg (approx.. 80mm laceration). The IP was very pale so they sat on the floor while First aid was administered. The IP was then sick. The IP went to A&E where stitches were applied to their leg. Safe working practices reviewed with all students.
- A staff member was going to use the bins between pods C201 and C202 and tripped down the step and fell onto the floor injuring their foot, ankle and hand. First aid was administered, and ice packs were applied to hand/wrist and ankle/foot. IP attended A&E and was off work for over seven days. Waste station relocated to more appropriate site.

Investigations of accidents and occupational ill-health are undertaken at both departmental by Team Managers and area level by the Environmental Compliance Team and Facilities & Site Services Manager. Statistical information can be found in Appendix 2.

Academic year	Students	Accidents reported	Accidents per student
2014/2015	19973	133	0.007
2015/2016	16366	223	0.014
2016/2017	15168	219	0.014
2017/2018	15762	235	0.015
2018/2019	16529	251	0.015

Land Based reported 47 accidents, incidents or near misses, which were attributed to falls from horse, cuts from using equipment or animal bites. Safety management, e.g. enforcement in the wearing of PPE and safety management systems in this area is high and of a good standard, therefore the injuries are very minor.

No animal welfare incidents were reported this year.

Inclusion reported 33 accidents and incidents which were attributed to slips, trips and falls, burns or scolds whilst making hot drinks and feeling unwell. As a result of the slips, trips and falls, the pathways at Broomfield have been tarmacked.

Construction reported 37 accidents, incidents or near misses. The reports related to misuse of tools, splashes in the face from hazardous substances, e.g. mortar and manual handling injuries. The dangers of misuse of tools and substances is reiterated to students, posters are in place and safe manual handling practices form part of curriculum delivery.

Hair and beauty reported 19 accidents, incidents or near misses, which were attributed to cuts from scissors, burns from hair straighteners and allergic reactions. As part of learning the lessons practice is reviewed with students who sustain a 'vocational' injury, which is part of the learning process.

The Roundhouse (79), JWC (96) and Broomfield (95) had the highest rate of reports for the academic year.

There was one civil claim made against DCG this academic year, when an open sash window dropped and landed on a DCG employee's fingers, causing them to seek treatment at A&E.

iii) Performance Indicators

a) Communication and visits by external agencies

Nil to report.

b) Enforcement actions by enforcing authorities

No enforcement actions have occurred in the reporting period.

c) Derby College Key Performance Indicators

Key Performance Indicators (KPIs) have been developed and approved by DCG's Executive Health, Safety & Environment Committee as a way of measuring performance.

Health and Safety

- 100% completion of Health and Safety Inspection Programme for the academic year - **Achieved 100%**
- 100% of planned fire evacuation exercises on all campuses are completed within the agreed fire evacuation standard – **Achieved 100%**
- 100% of staff complete their mandatory three-year health and safety refresher training within two months of the renewal date, excluding those on long term sick, maternity leave, etc – **Achieved 100%**
- Area health and safety management audits achieve at least an overall 90% compliance score - **Not achieved**. 85% average achieved for those audits undertaken. Action plans have been put in place for all audits undertaken, which are reviewed regularly with managers and additional Environmental Compliance support is given to those managers who are not achieving the required standard set. Team Managers attend and are expected to successfully complete the IOSH Managing Safely (as a minimum) and for some managers, i.e. Work Experience it has been recommended that they also undertake the NEBOSH National General Certificate or equivalent.

Environmental Management

- 1% reduction in the volume of utilities – **Exceeded 8% reduction**
- 2% reduction in the volume of waste – **Exceeded 8% reduction**
- 100% of College waste not going to landfill - **Achieved**
- 2% increase in waste segregated at source (recycled) – **Exceeded 4.5% increase**
- 100% of employees complete their mandatory environmental awareness training, excluding those on long term sick, maternity leave, etc – **Achieved 100%**

Data will continue to be collected and analysed by the Environmental Compliance Team and Estates Management, and reported on at both Executive Health, Safety & Environment Committee and to Corporation as a means of providing assurance that robust processes are in place in respect of DCG's health, safety and environmental management systems and that, where necessary, remedial action is being taken to ensure compliance with these KPIs.

4 Audit and Review

DCG's Health and Safety Management System underwent internal audit by ICCA in June 2019, with the overall assurance conclusion being that of substantial assurance with no recommendations and areas of sector best practice being identified.

As part of DCG's commitment to continuous improvement, an internal operational health and safety management audit developed by DCG's Environmental Compliance Team continues to be undertaken with Team Managers. Feedback and action plans have been developed and their implementation is being monitored by the Environmental Management Team.

DCG aims to seek accreditation of the ISO 45001 standard moving forward in order to provide assurance that the health and safety management system is robust.

In relation to ISO 14001, further work is required with regards to operational management and processes before certification can be sought.

5 Next steps

In terms of corporate responsibility for health and safety, work is ongoing to ensure that the key elements of an effective health and safety management system continue to be embedded across DCG, in line with DCG's strategic objectives and the requirements of ISO 45001, such that DCG can seek certification against this International Standard.

In order to ensure the continuing improvement of DCG's health and safety management system it is proposed that the educational visits database will be rolled out across DCG during academic year 2019/2020.

Work continues with Estates Management in the development of an Environmental Management System compliant with ISO 14001, together with a review of DCG's carbon footprint in 2019/2020 which will provide a supporting action plan to reduce its carbon output.

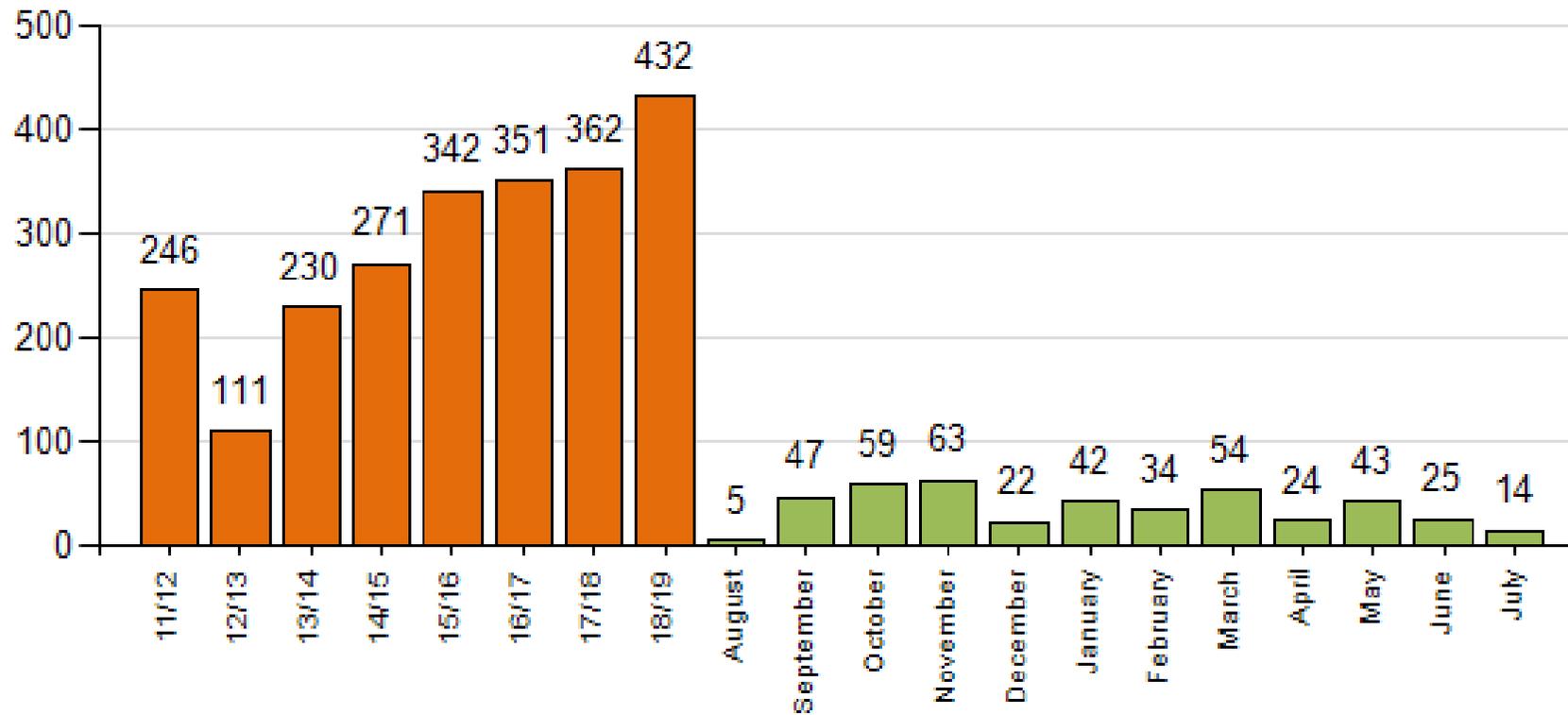
Appendix 1



Graph 1 – Health and safety training data 2018/2019

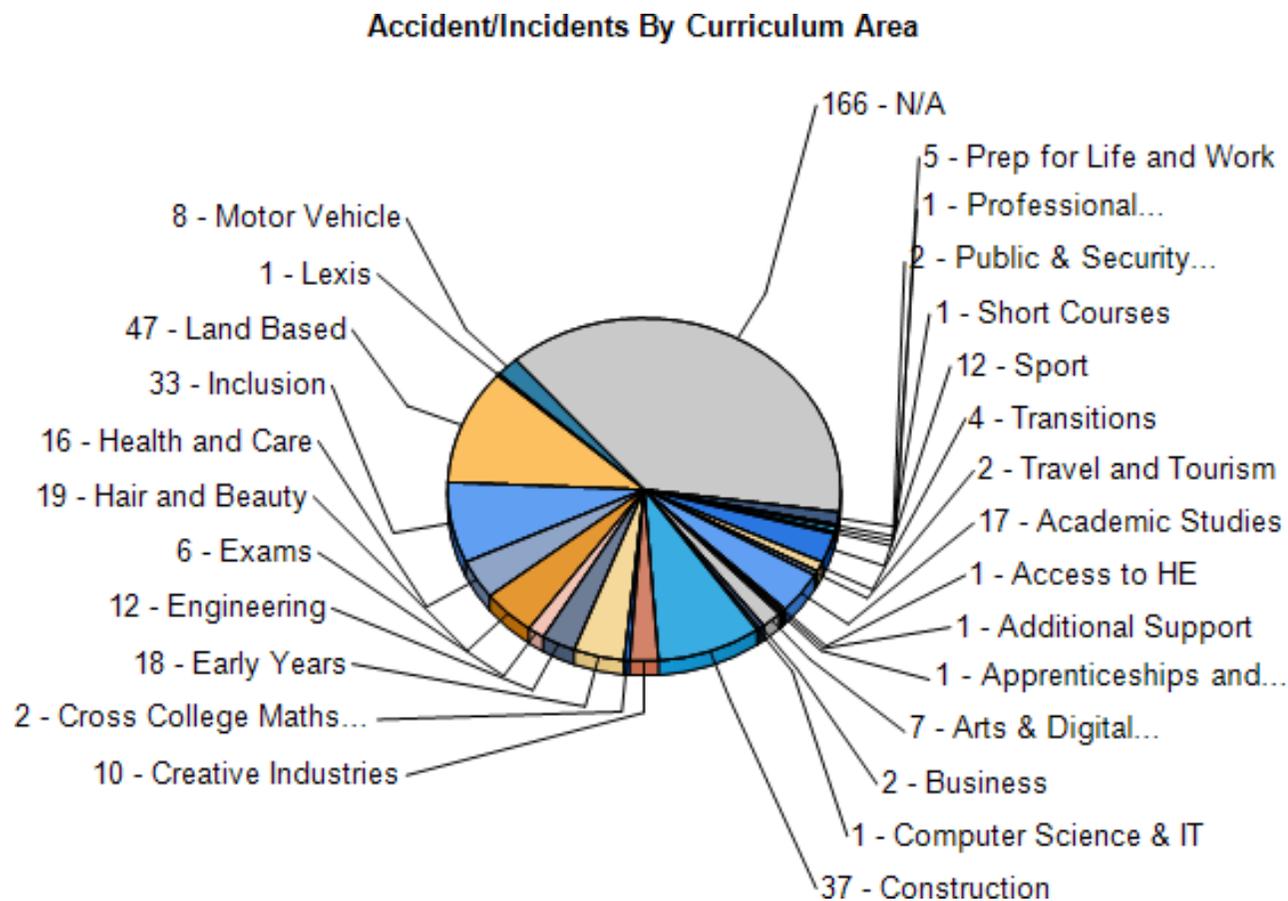
Appendix 2

Accident/Incident Data By Year With Current Year Monthly Breakdown



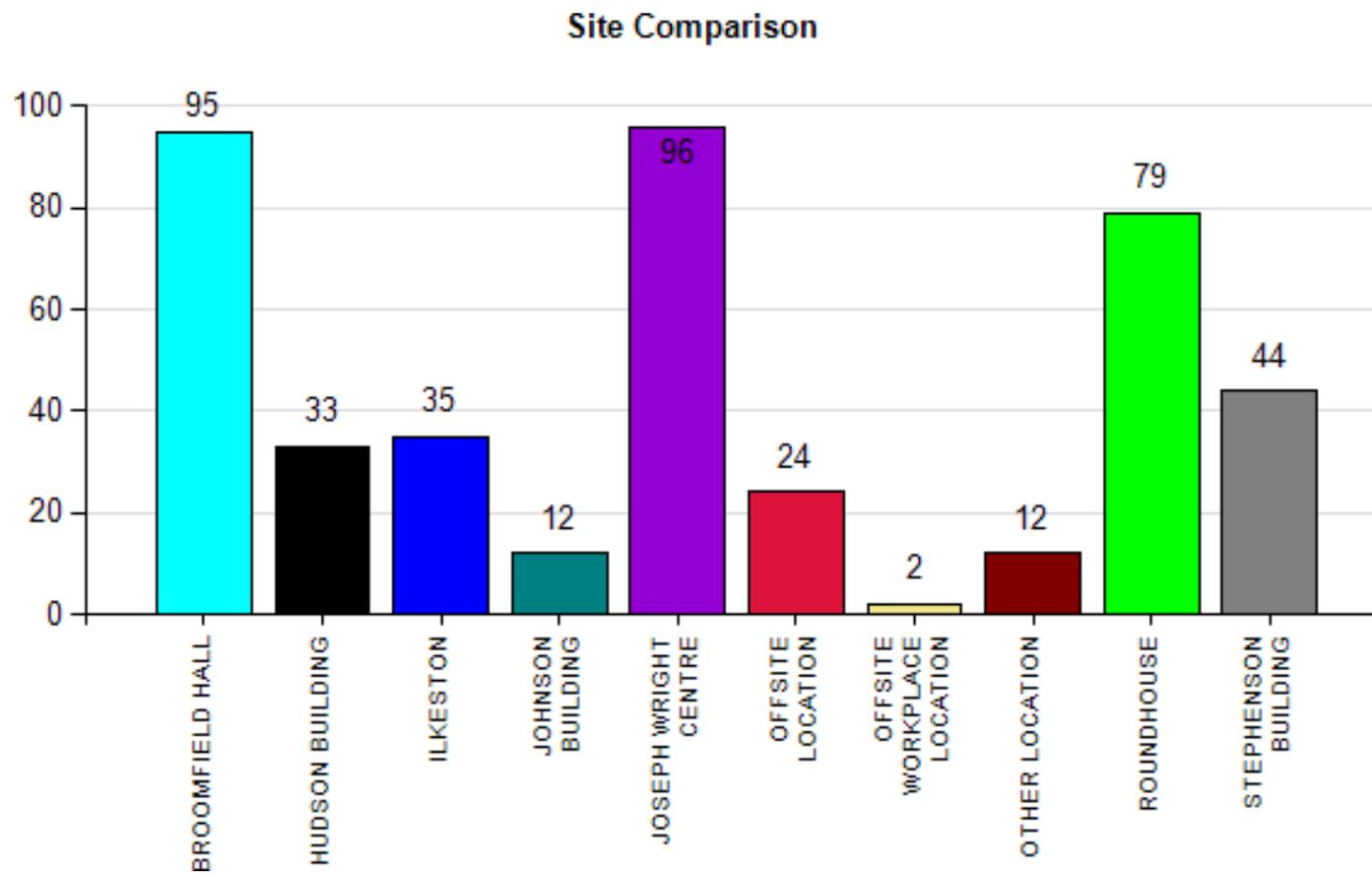
Graph 2 – Accident/Incident/Near Miss Data By Year With Current Year Monthly Breakdown.

Graph 3 – Accidents, Incidents and Near Misses by Curriculum Area

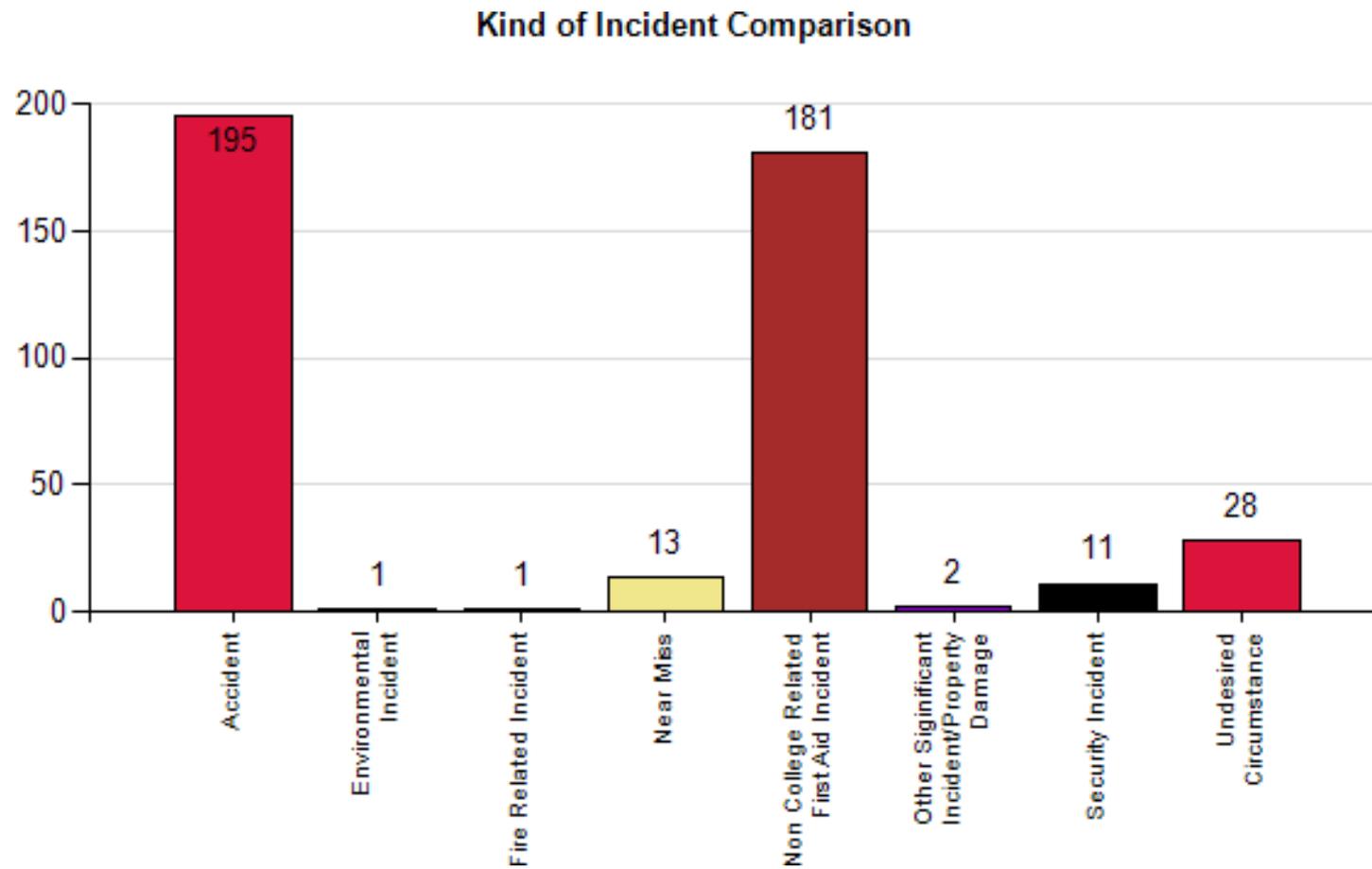


Non-College related first aid incidents or where no curriculum area affected, i.e. support
Originator: Paul Stanley Ref: ps/version 1
 Area: Environmental Compliance Date: September 2019 Page 18 of 21

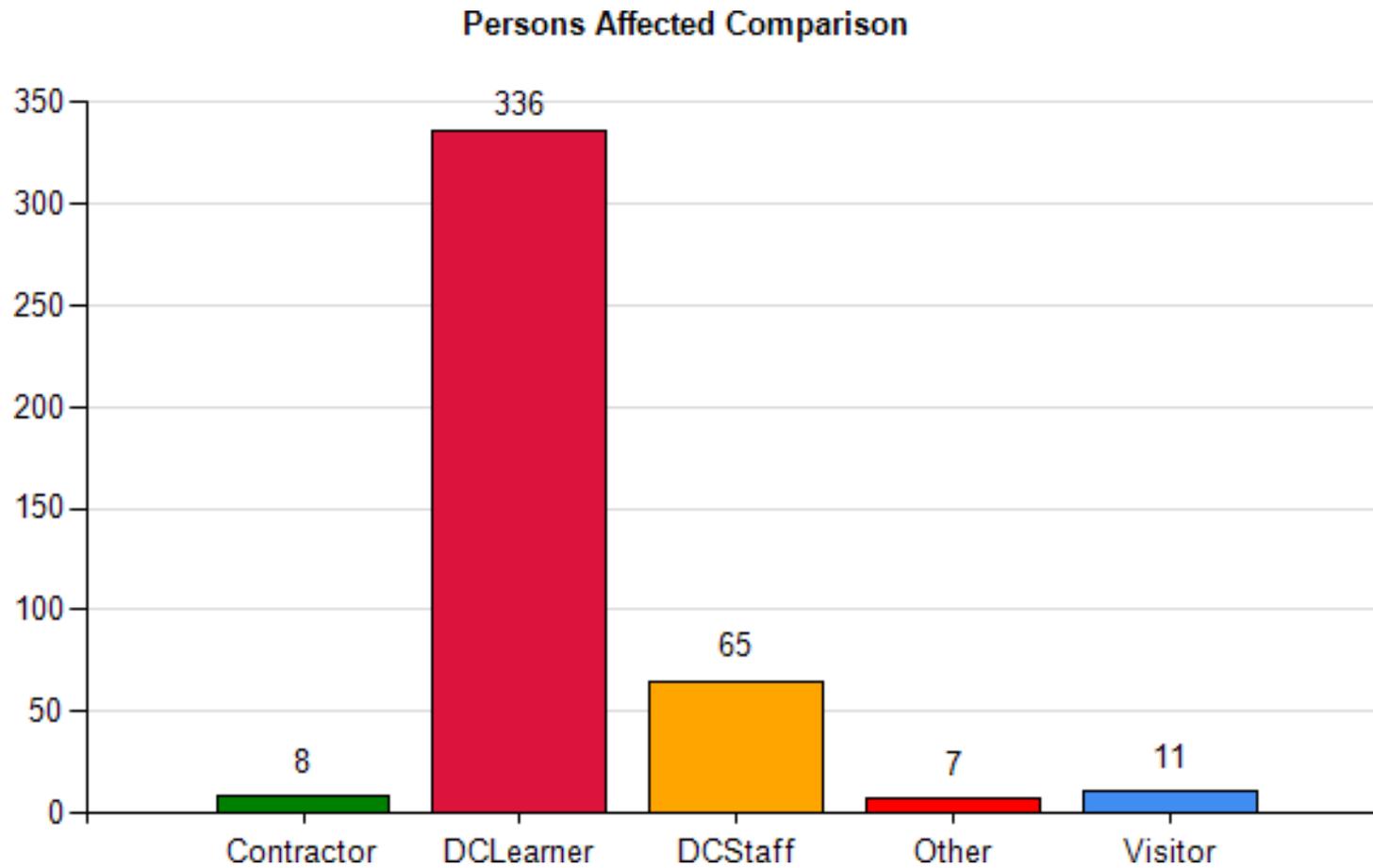
Graph 4 – Site Comparison



Graph 5 – Kind of Incident Comparison



Graph 6 – Persons Affected Comparison





The Derby College Group
The Roundhouse
Technical & Professional Skills College
Roundhouse Road Pride Park
Derby DE24 8JE

The Johnson Building Motor Vehicle Academy Locomotive Way
Pride Park Derby DE24 8PU

The Hudson Building Construction Skills Academy Locomotive Way
Pride Park Derby DE24 8PU

The Joseph Wright Centre
Post-16 Academic & Arts College
Cathedral Road Derby
DE1 3PA

Broomfield Hall
Land-based & Leisure College
Morley Ilkeston Derby DE? 6DN

Ilkeston College Technical Skills College 2 Pimlico
Ilkeston Derbyshire DE7 5JS