

ABBEY DLD
GROUP OF COLLEGES

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First Aid Policy

2024/2025

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First Aid Policy

Abbey College Cambridge

The ACC Senior Leadership Team are responsible for this policy:

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This policy is reviewed on an annual basis		
Annual Policy reviewed by:	Stephanie Stafford	June 2024
Approved by SLT and Published:	SLT	
Next Review:	Stephanie Stafford	June 2025

This policy has been approved by SLT and adopted on behalf of the Governors, and is addressed to all members of staff and volunteers and is available on the school's [portal](#). It is available to parents on request. It applies wherever staff or volunteers are working, including when this involves being away from the school.

First Aid is “the initial assistance or treatment given to an injured or unwell person before the arrival of an ambulance, doctor or other qualified person”.

Arrangements

Abbey College Cambridge has established First Aid arrangements in compliance with current Health & Safety at Work legislation and the additional guidance issued by the Department for Education, with particular regard to the publication Guidance on First Aid for Schools.

The arrangements ensure that First Aid is available to employees, students, visitors and other persons visiting the College’s premises. The arrangements extend to members of the College when they are away from the College on organised educational visits or working away.

The College has obligations under the Health & Safety at Work Act (1974) and the Health & Safety (First Aid) Regulations (1981) and associated laws and the Department for Education: First Aid in Schools (2014). It has a duty to take steps to ensure the health and safety of its staff and students. It has a duty to ensure that visitors, contractors and other people are not put at risk by its activities or the condition of its buildings and equipment.

This statement explains the College’s organisation and arrangements for identifying and controlling the hazards and risks faced by staff, students and other people, such as visitors and contractors.

This statement relates to Abbey College Cambridge’s activities, buildings and equipment at Homerton Gardens and all boarding sites.

The statement also relates to members of the College when they are away from the College on organised educational visits or work.

Aims & Objectives

The College aims to put in place management structures and working practices that provide proper control of the health and safety hazards and risks arising from the College’s activities.

- To ensure First Aid provision is available at all times while people are on the College’s premises and when members of the College are away from the College’s premises on organised educational visits and work
- To provide sufficient numbers of qualified persons trained to administer First Aid.
- To provide sufficient and appropriate First Aid resources.
- To ensure compliance with relevant legislation.
- To identify the hazards that exist on the College's premises and take appropriate action to eliminate them.
- To keep accident records and to report to Health & Safety Executive as required by legislation.

The College undertakes:

- To consult with staff, students and others on matters affecting their health and safety.

- To provide and maintain safe plant and equipment.
- To ensure safe handling and use of substances.
- To provide information and guidance for staff, students, visitors, contractors and other people.
- To ensure that staff and students are competent to perform their tasks.
- To prevent accidents and cases of ill health due to work.
- To maintain healthy and safe working conditions.
- To review and revise this policy statement at intervals of not more than 12 months.

All members of the College have a responsibility for their personal safety and the safety of others. Staff and students undertake:

- To co-operate on all Fire, Health & Safety and First Aid matters.
- To use practices and equipment provided to safeguard their health and safety.
- To take care of their own health and safety.
- To report matters of concern to the Health & Safety Officer or the Health & Safety Committee.
- To familiarise themselves with the College's Fire procedures.
- To familiarise themselves with the Health & Safety procedures laid down in the College's Staff and Students Handbooks, together with the Health & Safety, Fire and First Aid notices displayed throughout the College.

Members of staff in charge of an educational visit must familiarise themselves on medical information on participating students, including details of any medication requirements and appropriate emergency contact details prior to the activity taking place.

Responsibilities & Organisation

The Principal has overall responsibility for the health and safety of the College's community.

The Site Manager is the College's Health & Safety at Work Officer and First Aid Officer. Duties are carried out with the assistance of the Health & Safety Committee, DSL and the Matron.

It is the duty of the Principal to establish a Health & Safety at Work Committee and to ensure that the College's Health & Safety at Work Officer reviews the Health & Safety Policy and that the policy is carried out. The H&S Committee is to meet termly to review H&S risks.

Briefing and Instruction

It is the duty of the Principal to ensure that all staff, students, visitors and contractors are routinely briefed on the College's First Aid procedures, Fire procedures, response to Immediate Threats to Security and Health & Safety at Work policy and practice.

A Health & Safety Law poster is to be displayed on a notice board in each of the College's teaching buildings. A copy of the minutes of meetings of the

H&S Committee is to be made accessible to all staff via local T: drive. Last minutes 13th June 2024 [see Appendix 1](#).

First Aid Training

First Aiders are required to hold a valid certificate of competence issued by a recognised body and undergo regular retraining as necessary to ensure their knowledge is current and their certificates in date. All First Aiders must be retrained a minimum of once every three years. It is the duty of the First Aid Officer to arrange appropriate statutory training in First Aid as required by changes of staff.

First Aiders List - [Appendix 2](#)

Accident Reporting

Accidents and cases of work-related ill health are recorded on Accident Report forms, available on local T: drive or see [Appendix 3](#).

Completed forms should be forwarded to the H&S Officer. The H&S Officer will consider the reported accidents and note Health and Safety requirements.

- Check the working conditions and systems of work as necessary.
- Investigate the cause of accidents and work-related absences.
- Make recommendations.
- Send completed student accident forms to the Matron and Health and Safety Officer. Send completed staff accident forms to HR for follow up and administration.
- Administration and follow up of contractor/visitor accident forms.

The Health & Safety Executive must be notified of fatal and major injuries and dangerous occurrences without delay under the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations, 1995.

First aid boxes

The location of all first aid kits is clearly marked in accordance with legislation. The full list of areas where first aid kits are located is accessible [here: Appendix 5](#). The contents of each kit is checked each term and replenished as necessary. A stock of First Aid resources is held by the First Aid Officer.

Mobilisation of first aid teams consequent upon injury or illness

One or more of the College's First Aid Teams are deployed in all cases of injury or illness.

It is the duty of the person who discovers the injury or illness to summon assistance from the First Aid Teams. This can be undertaken by calling reception on extn: 1953, extn: 1954 or 01223 578280. Alternatively First Aiders are listed in each building. [See Appendix 2](#).

Students or members of staff who have an accident or feel unwell at College should go directly to Reception where a First Aider will be called (or dial 999 if an Emergency).

First aiders attending an incident will render assistance and summon help as required. A member of staff will accompany students whose illness or injuries require them to go to hospital.

The College will contact parents to advise them their child requires emergency treatment in hospital.

The College has an evacuation assistance team, appointed by the Fire Officer – [See Appendix 4.](#)

General mobilisation of safety, first aid or evacuation-assistance teams, the Building Fire Wardens and First Aid Teams are deployed in all cases of evacuation brought about by Fire or other Immediate Threat to Security.

The mobilisation of the First Aid Teams occurs automatically, in parallel with the deployment of the Fire Teams.

Information on Medical Conditions

The declared medical conditions of students are recorded on their respective files. Parents are asked to inform the College of any medical condition, its treatment and details of any medication.

If a student has a serious medical condition, it may be necessary to inform personal and academic tutors in case First Aid assistance is required anywhere on the College's premises. The Vice Principal (Pastoral) will attend to this, observing the rules of confidentiality.

Infection Control

Students and staff who have been exposed to an infectious disease may not attend College without a medical certificate signed by a doctor. Students or staff who have been in contact with a contagious condition are required to inform the College before entering the College's premises.

In the case of widespread contagious disease, such as the 2009 swine flu pandemic or the 2020-21 covid pandemic, the College will issue separate guidance to ensure accurate and current information is immediately available to staff and students. This will include revised measures such as the installation of temperature cameras, increased hygiene protocols etc.

Hygienic disposal of body fluids

The College undertakes to attend to spillages of body fluids without delay.

The advice of the First Aid Officer and First Aiders must be sought so that fluids are disposed of safely and hygienically.

– booked for 23/06/24 (completed on this date- Updated after drill)

Orchard- 04/05/24

Abbey House – 11/05/24

Lockdown- Previous meeting we discussed that Ellen advised to do this twice per year due to new students arriving. Once in Spring Term and Once in Autumn Term. After review of our Lockdown policy Stephanie and Chloe Bailey realised the policy states procedures not currently in place so we are reviewing and changing the policy to then deliver the walkthrough in Autumn Term 2024. Staff will be updated on new procedures once finalised.

*Site Mgr/
Op Direct*

PEEP – PEEP information is sent out to all staff, but also held on a clip board in Site office and in the Red Refuge Point Emergency phone cupboard, next to the fire panel in the main front door lobby, all other boarding houses have a copy of PEEPS in the fire panels. 4 staff, 0 student peeps at present.

*Site Mgr/
Matron*

Fire Alarm Testing - Weekly sound test new time agreed by SLT, now undertaken every Thursday at 9.20am. The Site Team will send an all-Staff email if at any time the sound test needs to be moved to a different day or time to fit events. Orchard House is tested on a Wednesday morning at 11.00am by the Abbey caretakers. Purbeck house testing is carried out weekly on Wednesdays at 12 noon and Tripos is carried out weekly - Thursdays at 11am, both are tested by the relevant on-site agents.

Site Mgr

Fire Warden Training - Courses on Educare system can be undertaken. All House Parents trained at start of term. All staff taken through Fire procedures at INSET. Fire Warden training for staff to be undertaken- Bespoke Abbey Training for staff ongoing and will be delivered at INSET for all staff. Chloe Bailey is working on a bespoke house specific Fire Warden training for each boarding house.

Site Mgr

First Aid – All staff up to date. Chloe Bailey has advised that we have 5 members of staff who have completed the 3 day first aid course but two could potentially be working shift patterns so more needed to cover the entire building, Deputy Site Manager will be one staff member after probation is passed. Jane Rindl to be one of the new 3 day first aiders, one other staff member not on shift work to be allocated to this.

Site Mgr

Water Testing – Water testing continues monthly to follow H&S guidelines. New water cleansing system installed for Abbey House- still ongoing. All empty rooms and water facilities are flushed once a week, to keep water flow as per H&S guidelines. Same as before

Site Mgr

H&S Inspection – Passed at 100%, 0 actions to follow.

Site Mgr

Hall Storage – The hall storage is continuously left in a dangerous state with sports equipment strewn all across the floor, cages open and disregard. The hall storage door is always kept locked, but the main hall door will also be locked. Students can only gain access to the hall and equipment if they are accompanied by a member of staff. This is ongoing. Security advised the handle is being left in the door often so students are accessing at all times. – no further reports on access issues, however hall storage is still a concern. Needs better organising from all teams.

Site Mgr

Building/Grounds:

Security:

Security Guards – Abbey House now has a new security company Evolve Guards, seemingly working well. Same as previous - The main Reception door will close at 6.30pm (agreed by Carolyn Dunn) each night Monday to Friday and will remain

*Site Mgr/
CDN*

closed all weekend. Students will need to use the Courtyard gate out of hours. – ongoing.

Staff can use the Courtyard gate, or the exit through the under-croft staff bike store.

- Security have built a great relationship with boarding and site team and issues are being picked up on very quickly
- Vaping in common rooms/library seems to have become less frequent.
- Principal advised we would like to have all classrooms locked to prevent student access, all classrooms will be locked at 7pm and reopened for 6am - ongoing.
- It has been agreed by DSL, Security will not patrol accommodation hallways, just to stairwell doors as previously stated.
- Boarding have been carrying out waking nights to ensure children are in rooms at curfew as many have been mixing and not following rules.

*Site Mgr/
Security/
HOH*

Principal

*Site Mgr/
DSL*

SLT/HOH

Abbey House:

FRA was completed for college & all boarding houses 29th September 2023- Passed. Date for September 2024 – TBC - New legislation changes: annual fire door checks, annual poster on importance of fire doors to all students, Site Manager created a poster and sent to HOH's to advise to add to check in information and circulate between boarding houses- Same as before.

*Site Mgr/
Op Direct*

Other remedials:

Abbey House- some fire door seals need replacing- Cromwell Fire on site to survey on 30th Jan- 1st round will be completed during half term at AH- College side- Cromwell Fire unable to do previous date as need 2 full weeks on site to complete survey, need to be dully DBS checked and safeguarding training, Liz Fentiman to provide update as this is now very overdue.

*Site Mgr/
Op Direct*

Catering office should not be in the back of the kitchen due to cannot escape from a low risk area through a high risk- office to be relocated- still ongoing

- Bed Bugs have been less frequent – procedure was reviewed and stuck too. Boarding sent additional info to help determine. PPE provided. ATB pest control aware and are dealing with. 2 rooms with new flooring & metal frame beds have been successfully installed.

Site Mgr

Purbeck House:

- Additional fire doors have now been installed at the bottom of each block stairwell however NET 2 discussions are ongoing as this was not planned but poses a safeguarding risk, Helen Walker aware and discussions ongoing with CRM management- Richard (CRM) confirmed their H&S advisor has stated this is not necessary- Passed across to Helen Walker & Carolyn Dunn from a safeguarding POV- Unsure of where we are at for this?
- CRM have raised concerns of staff and student rooms that are in an unfit state and need to be addressed in terms of fire safety, too much on floors/no clear exits.
- CRM have advised that they had their 5 Year EICR remedials have gone ahead, most now complete.
- Halls have fitted locks in each flat at Purbeck House, this is to store the appliances over summer school.

*Site
Mgr/HOH*

Site Mgr

Tripos Court:

- Additional fire stopping works are being completed between April – July 2024.- working block by block, students need to be out of TC for 8:30am and cannot return until 5:30pm each day. HOH & Site manager working on together to streamline.- Ongoing
- Landry room changes have been completed.
- Flagship have fitted and completed lockable kitchen cupboards in each cluster to make it easier for storing appliances during summer.
- Director of Boarding gave HOH Alison Rarra go ahead to trial internal patrols within TC boarding on 23/01 – will be trialling for 1 month. Flagships security is Hyline. No updates on this, ongoing, no complaints received.
- Site Manager took a walk around with Alison last week on site. Fire related concerns found. Duty rooms are at the bottom of each block, need to be moved to the top so that staff can sweep down in the event of the fire alarm. Fire alarm cannot be heard from one block to the next- if staff are not in the block affected, can't always be heard- only two duty phones, on one occasion a student had to advise staff of this alarm. Principal advised Site Manager to discuss with Flagship to see if we can connect the panels to the duty phones. Update- Duty rooms have now been allocated to top floors for September, Block A will remain on the ground due to other rooms being used for staff so not able to place just one student in that area. New process agreed with Flagship to call boarding staff duty phones in the event of a fire alarm as alarm cannot be heard from one block to another. This will take effect from September 2024.

Site Mgr

*Site
Mgr/HOH
/Principal*

Site Mgr

*Site
Mgr/HOH*

Orchard House:

- Pharo ant infestation- seems to have died down, ATB pest control still on hand to help. No further reports.
- Block doors – Safeguarding concern raised by Parkash.
- Stairs – water/freezing over – Chloe Bailey to contact Jerry Fuller (developer & landlord contact) to discuss as holes cannot be drilled due to placement)
- M Block Pathway slippery- Chloe Bailey looking into new prevention method as mats do not grip the surface as raised metal so this causes further slipping.
- Loose paving slabs in the upstairs walkway, these are to be addressed over summer when no one on site
- Fireaway pizza – Bins/mess – Chloe Bailey has been discussing with Rick Jones (head office) as he has the contact, no updates received as of yet
- Parkash raised that the back car park area gets full of litter and beer cans

*Site
Mgr/HOH*

*Site
Mgr/DOO*

Any Other Business:

- PARKING ON SITE – Chloe & Steph to view over the next week and to discuss further. Principal to email all staff regarding this. Security will discuss with the parking company at The Light as they have contact and could discuss a deal for staff. Ongoing- Parking still tight and staff are asked to move into spaces frequently - Chloe Bailey contacted parking services and they only will provide a day rate for £7 for each staff member.
- Reception Manager raised that there are no accessible toilets near reception, so any disabled visitor is unable to go to the bathroom without being escorted. Also, the same issue for non- binary- ongoing
- Reminder for all that we are a NUT FREE SCHOOL- Staff have been advised as nut products were found in B Block staffroom, removed and staff addressed by Stephanie Stafford.

- Jane Rindl advised trips phones do not work – Simon (IT) to resolve.

Next Meeting: Autumn Term 2024- Date TBC

Appendix 1

Medical From June 2024

Medical Conditions:

1 student hospitalised for 2 weeks – daily visits with Ellen and Dawn, and regular update phone calls – all recorded on CPOMS. Student returned home to Iran Saturday May 25th.

15 minor injuries from basketball, football, gym, throwing plastic snooker cue end at eyes, falling off skateboard, tripping on stairs and minor burn (carrying mug hot water and trying to open door).

Dressings or supports applied as needed/appropriate. A few short term lift access' needed for muscle strains.

1 elbow injury – swinging on goal posts. Arm in sling – discharged from orthopaedics 19/3/24 – not needing surgery as originally thought would.

2 sports day ankle injuries needing A&E and then crutches and PEEPs. Both removed after recovery.

1 post surgery lift access still in place – to be removed at end of term.

1 'goalkeeper' little finger fracture

Vaccinations via NHS for MMR, DTP, Meningitis ACWY and HPV – over 60 students vaccinated with 3 visits.

Zanzibar students and staff all vaccinated with necessary at MASTA 11/5/24 – have antimalarials and repellent ready.

Medical centre - strips around 3 doors to be further replaced – what have is not doing anything and keeps sticking to doors.

Conditions for Zhe work environment – lighting/ventilation – Chloe and Stephanie aware and addressing – ongoing and are going to get a quote for possible work in hallway area.

Appendix 2



FIRST AIDERS - 3 DAY FIRST AID AT WORK

NAME	BUILDING	TEL. EXT.	RENEW DATE	TRAINING
ALEX WHALLEY	Homerton Gardens	Chemistry	06/07/24	St Johns
SIMON THACKER	Homerton Gardens	Maths	07/09/25	St Johns
CHLOE BAILEY	Homerton Gardens	Site Manager	23/05/26	St Johns
ANN MARIE KIRKHAM	Multi-sited	Bank Houseparent	27/06/26	Pro Trainings
LUCY HART	Homerton Gardens/Purbeck	Houseparent	23/05/26	St Johns

1 DAY EMERGENCY FIRST AID AT WORK

NAME	BUILDING/ROLE	RENEW DATE	TRAINING
PHILIP WHITE	Multi-sited	27/08/24	St Johns
DAWN KENT	Multi-sited	11/07/24	Pro Trainings
PARKASH MATHARU	House Parent	21/09/26	Pro Trainings

RAN CHENSTON	House Parent	24/08/24	St Johns
JERRY RAPSEY	House Parent	24/08/24	St Johns
LUCY HART	House Parent	24/08/24	St Johns
WILLIAM JOHNSON	House Parent	24/08/24	St Johns
BETH VALENTINE	House Parent	24/08/24	St Johns
JAMES WEAR	House Parent	24/08/24	St Johns
SIMON GOOCH	House Parent	24/08/24	St Johns
LEIGH GANGE	House Parent	24/08/24	St Johns
EMMA GALLOWAY	House Parent	24/08/24	St Johns
GIUSEPPINA MASTROGIOVANNI	House Parent	24/08/24	St Johns
DANNY IGBINIDU	House Parent	29/08/25	St Johns
NORA IMETS	House Parent	29/08/25	St Johns
ALISON RARRA	House Parent	29/08/25	St Johns
JAMES STUART	House Parent	29/08/25	St Johns
ZHE XU	House Parent	29/08/25	St Johns
HELEN FLETCHER	House Parent	15/08/26	Pro Trainings
LEIGH PHIPSON	House Parent	15/08/26	Pro Trainings
MARIA WOODS	House Parent	15/08/26	Pro Trainings
SHAUNA MC CONNORAN	House Parent	15/08/26	Pro Trainings
SILVIA MON CORTES	House Parent	15/08/26	Pro Trainings
TARA JACKSON	House Parent	15/08/26	Pro Trainings
VIRGINIA CASTEL-SRIVASTAVA	House Parent	15/08/26	Pro Trainings
YATAMMENE WILSON	House Parent	15/08/26	Pro Trainings
SOMIA KHALIL	House Parent	03/03/26	St Johns
CLARISSA KATSIKIDES	House Parent	22/09/26	Pro Trainings
ELAINE DEMANBRO	House Parent	22/09/26	Pro Trainings
CHRISTINE CHAN	College Administrator	16/08/26	St Johns
ERICA BOTHA	PA to SLT	16/08/26	St Johns
EMMA SMITH	Teacher	16/08/26	St Johns
DIVYA ANAND	Teacher	16/08/26	St Johns
BRUCE GILLIAM	Catering Manager	16/08/26	St Johns
NOMA MWALE	House Matron	03/03/26	St Johns
BEATRICE GINI	Deputy of Biology	08/12/26	Pro Trainings
SEPHORA DAY	Head of Biology	08/12/26	Pro Trainings
CHARLIE MURRAY	House Parent	07/03/27	Pro Trainings
GRAHAM WILLIS	House Parent	07/03/27	Pro Trainings
HARRY CHAN	House Parent	07/03/27	Pro Trainings
MARK THORPE	House Parent	07/03/27	Pro Trainings
ZARA RIMI	House Parent	07/03/27	Pro Trainings
CAROLYN DUNN	Vice Principal Pastoral	13/05/27	St Johns

PEADIATRIC FIRST AID

NAME	BUILDING	RENEW DATE	TRAINING
ELEANOR HAGUE	Homerton Gardens	24/08/2026	Outline First Aid

Appendix 3



A1 Internal Accident Report Form

DEPARTMENT:	SECTION:	Ref:
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ACCIDENT / INCIDENT

Location/Site:.....	Date Occurred:.....
Address:.....	Time Occurred:.....
.....	Reported to Whom:.....
Telephone:	Designation:
Company Property Yes <input type="checkbox"/> No <input type="checkbox"/>	Date Reported
	Date filled in:

INJURED PERSON

Full Name:	Work Base:
Home Address:	Address:
.....
Occupation:	Telephone:.....
Age: Sex M <input type="checkbox"/> F <input type="checkbox"/>	STATUS: Company Employee <input type="checkbox"/> Student <input type="checkbox"/>
Nature of Injury (State part of body affected):	Member of Public <input type="checkbox"/> Parent <input type="checkbox"/>
.....	Contractor <input type="checkbox"/> Other <input type="checkbox"/>

DESCRIPTION OF ACCIDENT / INCIDENT

.....

.....

.....

Witnesses:

.....

First Aider:..... Job Title:..... Signature:.....

Details of treatment:.....

RIDDOR 1995:

Is this incident reportable under RIDDOR (tick as appropriate)?

NO Reason : Minor injury No Injury Non-reportable injury

YES Reason: Fatality Major Injury Hospitalisation Over 3 Day

Dangerous Occurrence / Reportable Disease (please Specify)

Date accident form F2508 completed / HSE informed.....

RESPONSIBLE PERSON: (Supervisor/Manager)

Name: Date Reported:

Signature: Work Base:

Designation: Telephone:

Has the accident been investigated? Yes No Actions taken by Department to prevent recurrence:.....

.....

.....

Appendix 4

FIRE EVACUATION -ASSISTANCE TEAM	Stephanie Stafford Chloe Bailey Erica Botha	
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Appendix 5

LOCATION OF FIRST AID BOXES

HOMERTON GARDENS (INC ABBEY HOUSE)

GROUND FLOOR NURSES ROOM
GROUND FLOOR EACH BASE STAIRWELL EXIT
GROUND FLOOR DINING ROOM
GROUND FLOOR KITCHEN
RECEPTION
UPPER FLOOR EACH EMERGENCY EXIT
STAIRWELL
ALL LABS AND PREP ROOMS

PURBECK HOUSE

MAIN KITCHEN PLUS BIOHAZARD BOX
BOARDING OFFICE
ALL STAIRWELL LANDINGS AND EXIT DOORS
COMMON ROOM AND LAUNDRY CORRIDOR

TRIPOS

BOARDING OFFICE
ALL STAIRWELL LANDINGS AND EXIT DOORS
ALL COMMUNAL KITCHENS

ORCHARD HOUSE

BOARDING OFFICE
SICK BAY
ALL EMERGENCY EXIT STAIRWELLS
ALL COMMUNAL KITCHENS