



## **First Aid Policy**

**2023/2024**

# ABBAY DLD

## GROUP OF COLLEGES

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CAMBRIDGE • LONDON • MANCHESTER

### First Aid Policy

#### Abbey College Cambridge

**The ACC Senior Leadership Team are responsible for this policy:**

**Mike Corbett, Director of Operations**

Telephone: 01223 578280 Email:

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| <b>This policy is reviewed on an annual basis</b> |                     |                  |
|---|---------------------|------------------|
| Annual Policy reviewed by:                        | <b>Mike Corbett</b> | <b>June 2023</b> |
| <b>Approved by SLT and Published:</b>             | <b>SLT</b>          | <b>June 2023</b> |
| Next Review:                                      | Mike Corbett        | <b>June 2024</b> |

**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 28<sup>th</sup> June 2023 [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.

- All spillages of blood, faeces, saliva, vomit, nasal, and eye discharges should be cleaned up immediately using an effective detergent and disinfectant. Cleaning products are provided by the school cleaning service. The school cleaning service should be contacted to deep clean the area in accordance with local policy. Throughout this cleaning, gloves must be worn and disposed of safely afterwards.
- A spillage kit is available for blood spills (always wear Personal Protective Equipment PPE).

## **APPENDIX 1**

### **Minutes from the Abbey College Cambridge Health & Safety Committee Held at Abbey College Cambridge, Homerton Gardens at 13.10, Wednesday 28<sup>th</sup> June 2023**

#### **Present:**

|                    |              |
|--------------------|--------------|
| Chloe Bailey       | Mike Corbett |
| Dawn Kent          | Erica Botha  |
| Stephanie Stafford | Ellen Hesse  |
| Liz Fentiman       | James Stuart |
| Beth Valentine     | Phil White   |

#### **Unable to attend/Apologies:**

|                 |                   |
|-----------------|-------------------|
| Ben Coomber     | Samantha Igbinidu |
| Carolyn Dunn    | Catering          |
| Jamil Ullah     | Parkash Matharu   |
| Sarah Still     | Alison Bignell    |
| Lucy Hart       | Lenka Bilecova    |
| Valerie Whyborn |                   |

#### **Distribution:**

Rick Jones, Director of Property, Alpha Plus  
Lillie Starkings, Estates Assistant, Alpha Plus

## ACTION

|   |   |
|---|---|
| <p><b>H&amp;S Minutes</b><br/>Previous minutes reviewed and agreed.</p> <p><b>H&amp;S:</b><br/>See Appendix 1 at end of Minutes.</p> <p>Accident/Incident forms are completed in every case and reviewed by the H&amp;S Officer, Matron and/or HR Manager. Accident/Incident forms are signed and filed – Students to Matron; Staff to HR; Contractors to Site Manager. All Accident / Incident forms will be reviewed by Site Manager/H&amp;S Officer to ensure the site is safe.</p> <p><b>Fire Evacuation</b> – Continue at all sites termly. The College and Abbey Accommodation have separate evacuations. Abbey\House- boarding drills. Site Manager now on a PEEP due to fractured ankle, park of this means MCT is chief fire officer.<br/>Fire Alarm went off at Purbeck House. Problems with the reset box keys- CRM have now audited and are ensuring all keys are left for staff.<br/><b>PEEP</b> – 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.</p> <p><b>Fire Alarm Testing</b> - Weekly sound test continues to be undertaken every Thursday at 9.30am. 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. Purbeck and Tripos are weekly tested by the relevant on-site agents.</p> <p><b>Fire Warden Training - Courses</b> 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 College training is completed by Site Manager face to face rather than online. Fire wardens received training reminder and new Hi Vis jackets ordered and provided.</p> <p><b>First Aid</b> –Chloe Bailey (Site Manager) and Lucy Hart (houseparent) completed 3-day first aid shortly.</p> <p><b>Water Testing</b> – Water testing continues monthly to follow H&amp;S guidelines. New water cleansing system installed for Abbey House- still ongoing.</p> <p>All empty rooms and water facilities are flushed once a week, to keep water flow as per H&amp;S guidelines.</p> <p><b>Hall Storage</b> – 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</p> | <p><b>Matron</b></p> <p><b>HOH/Site Mgr</b></p> <p><b>Site Mgr/Op Direct</b></p> <p><b>Site Mgr</b></p> <p><b>Site Mgr</b></p> <p><b>Site Mgr/SLT</b></p> |
|---|---|



|  |                        |
|--|------------------------|
| <p>only gain access to the hall and equipment if they are accompanied by a member of staff. This is ongoing.</p> <p>Summer school have no access to the Hall Storage.</p>  | <p><b>Site Mgr</b></p> |
| <p><b>Building/Grounds:</b></p> <p><b>Security:</b></p> <p><b>Security Guards</b> – Security follow two shift patterns on site 4.00pm-8.00pm, then 8.00pm-8.00am. The main Reception door will now close at 6.00pm each night Monday to Friday and will remain closed all weekend. Students will need to use the Courtyard gate out of hours. Staff can use the Courtyard gate, or the exit through the under-croft staff bike store. B Block is not being hard locked anymore as agreed at SLT.</p>   | <p><b>Site Mgr</b></p> |
| <p><b>Abbey House:</b></p> <p>Carter Jonas were planning to attend to look at the brick works in relation to the fire cladding in May, inspection of this the day after. Organised by Carter Jonas directly. No one turned up for the booking, carter Jonas then confirmed this has been signed off and fire officer did not feel necessary to reopen.</p>   | <p><b>Site Mgr</b></p> |
| <p><b>Purbeck House:</b></p> <p>Security doing hourly checks on parking under croft to check for fires due to CRM's fire officers' instruction, staff can continue to park here whilst this is being completed. Reports sent to CRM weekly.</p>  | <p><b>Site Mgr</b></p> |
| <p>Additional fire doors to be installed at the bottom of each block stairwell. This is to provide a separate fire exit route that will not take occupants through the car park area, but instead along the outer external path. Still awaiting a date for works from CRM.</p>   | <p><b>Site Mgr</b></p> |
| <p><b>Orchard House:</b></p> <p>Previously was looking into addition external lighting for OH, along the vehicle gate side. Quote was approved and new additional Lighting booked for 12<sup>th</sup> and 13<sup>th</sup> July</p>   | <p><b>Site Mgr</b></p> |
| <p><b>Any Other Business:</b></p> <ul style="list-style-type: none"> <li>Alarm boxes going into Abbey House. Site Team and Houseparents will be trained to reset them.</li> <li>Additional lockdown trigger in ops director office awaiting date.</li> <li>Wellbeing garden set up completed for week commencing 3<sup>rd</sup> July.</li> <li>Catering fans - both fans need replacing in the last 2 weeks of August, awaiting Swegon &amp; Munro advice.</li> <li>All boarding staff to have refresher training on the fire panel.</li> <li>Bed Bugs on every floor – spoke to pest control he has a heat machine that will be completed in 10 minutes per room. They will blitz the rooms in the</li> </ul> | <p><b>Site Mgr</b></p> |

|   |                 |
|---|-----------------|
| <p>Abbey Boarding house over the summer. This can be done over a week, costings received and approval given- booked for 14<sup>th</sup>- 18<sup>th</sup> Aug.</p> <ul style="list-style-type: none"> <li>• Rats at Orchard House they are coming over from the Pizza shop, pest control will visit the site and rebate.</li> </ul> <p><b>Summer School:</b><br/>We are responsible for Fire &amp; Lockdown Training to their head staff who will in turn train the staff below. They are responsible for their First Aid.</p> <p><b>Next Meeting: TBC</b></p> | <b>Site Mgr</b> |
|---|-----------------|

## **Appendix 1**

### **Medical January - June 2023**

Medical Conditions:

19 minor injuries from basketball, football, and volleyball. 3 needing crutches and PEEP – sprains to ankles.

1 staff member had ankle injury requiring a boot and PEEP.

1 student had appendicectomy – 5 day stay in hospital due to post operative inflammation – PEEP for return and exams – now recovered

NO Covid positive cases since last meeting

Several cases of bed bugs in Abbey House – nasty bites on arms, legs and torsos.

The students who were under the care of CAMEO/CAMHS for MH issues are leavers and have returned home

3 house matrons for daily morning assessment/welfare checks through day

Staff first aid – 2 one day courses of 12 each for boarding (1 booked for August and 2<sup>nd</sup> date awaiting) and other staff across the college

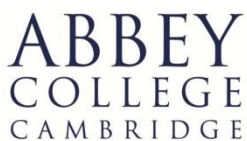
Student first aid – 24 more for course in October

Flu vaccines booked for early October 7th on site for staff and students

MHFA Refresher course 24/8/23 for pastoral team – new staff August 30<sup>th</sup> 2023 for full day

Medical centre building work to commence 15/8/23 so hopefully completed before students start arriving 1/9/23

## 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      |
| HELEN WALKER     | Homerton Gardens         | 07467 955782            | 23/06/25   | St Johns      |
| SIMON THACKER    | Homerton Gardens         | Maths                   | 07/09/25   | St Johns      |
| CHLOE BAILEY     | Homerton Gardens         | Site Manager            | 23/05/2026 | St Johns      |
| ANNMARIE KIRKHAM | Multi-sited              | <b>Bank Houseparent</b> | 27/06/2026 | Pro Trainings |
| LUCY HART        | Homerton Gardens/Purbeck | Houseparent             | 23/05/2026 | 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           |
| WAL WESOLOWSKI             | Multi-sited   | 05/03/23   | St Johns                |
| PARKASH MATHARU            | House Parent  | 31/08/23   | St Johns                |
| LOUIS LING                 | House Parent  | 24/07/24   | Pro Trainings           |
| RAN CHENSTON               | House Parent  | 24/08/24   | St Johns                |
| JEREMY RASPEY              | 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                |
| BEN COOMBER                | House Parent  | 24/08/24   | St Johns                |
| HAYLEY GODDARD             | House Parent  | 24/08/24   | 1 <sup>st</sup> In Line |
| 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 MASTROGIVOVANNI | House Parent  | 24/08/24   | St Johns                |
| ANYA BLYTH                 | House Parent  | 24/08/24   | St Johns                |
| DANIEL BRUNT               | House Parent  | 24/08/24   | St Johns                |

|                      |              |          |          |
|----------------------|--------------|----------|----------|
| SASHA UTAMI          | House Parent | 24/08/24 | St Johns |
| STEPHANE<br>CONDOUMY | House Parent | 29/08/25 | St Johns |
| DANNY IGBINIDU       | House Parent | 29/08/25 | St Johns |
| NORA JIMETS          | 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 |
| JENSEN SHAM          | House Parent | 29/08/25 | St Johns |
| ZHE XU               | House Parent | 29/08/25 | St Johns |
| ALEX<br>YERMONLENKO  | House Parent | 29/08/25 | St Johns |
|                      |              |          |          |
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|                      |              |          |          |
|                      |              |          |          |
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|                      |              |          |          |

## Appendix 3



### A1 Internal Accident Report Form

|             |          |      |
|-------------|----------|------|
| DEPARTMENT: | SECTION: | Ref: |
|-------------|----------|------|

**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

|   |                              |  |
|---|------------------------------|--|
| <b>FIRE<br/>EVACUATION<br/>-ASSISTANCE<br/>TEAM</b> | Mike Corbett<br>Chloe Bailey |  |
|---|------------------------------|--|

## 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