



## **First Aid Policy**

**2025/2026**

# ABBAY DLD

## GROUP OF COLLEGES

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### First Aid Policy

#### Abbey College Cambridge

The ACC Senior Leadership Team are responsible for this policy:

**Stephanie Stafford, Director of Operations**

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This policy is reviewed on an annual basis		
Annual Policy reviewed by:	Stephanie Stafford	July 2025
Approved by SLT and Published:	SLT	
Next Review:	Stephanie Stafford	July 2026

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 18<sup>th</sup> June 2025 [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 month 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

### Abbey College Cambridge – Health and Safety Committee Meeting 18<sup>th</sup> June 2025

#### MINUTES

##### Attendees

Chloe Bailey (**Chair, CBY**), Stephanie Stafford (**SSD**), Rachael Munnelly (**RMY**), Ellen Hesse (**EHE**), Dawn Kent (**DKT**), Alison Bignell (**ABL**), Carolyn Dunn (**CDN**), Erica Botha (**EBA**), Phil White (**PWE**), Parkash Matharu (**PMU**), Liz Fentiman (**LFN**), Richard Sharpe (**RSE**), Bruce Gilliam (**BGM**), Maria Woods (**MWS**).

##### Apologies for Absence

Jane Rindl (**JRL**), Sarah Still (**SSL**), Loana Nguen (**LNN**), Lucy Hart (**LHT**), Alison Rarra (**ARR**), Steven Paddock (**SPK**), William Johnson (**WJN**),

##### Introduction

- CBY welcomed all to the meeting and provided an overview of the previous actions.

##### Previous Actions

##### Status

- |                                                                                                                                                                                                                                                                       |                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| • CBY to investigate getting wider seals for medical room doors due to noise travelling between rooms. If wider seals do not work, CBY should arrange contractor to provide an alternative long-term solution.                                                        | <b>Ongoing</b>   |
| • RMY to update all training records after refresher training is concluded.                                                                                                                                                                                           | <b>Complete</b>  |
| • CBY & CDN to decide on plan of action to provide specific fire warden training for each boarding house.                                                                                                                                                             | <b>Ongoing</b>   |
| • CBY to arrange contractor to install fire door seals.                                                                                                                                                                                                               | <b>Complete</b>  |
| • PMU is responsible for delivering the evacuation chair training to the boarding staff, SPK is responsible for training Security, and SBE/RMY are responsible for training any other members of staff. Training should be delivered between now and the summer term. | <b>Ongoing</b>   |
| • CDN, SSD & AHY to decide on whose responsibility it is to conduct a sweep of B Block corridors/classrooms after 5:30pm to prevent students being stuck in corridors.                                                                                                | <b>Postponed</b> |
| • CBY & SSD to review and update lockdown training ahead of INSET.                                                                                                                                                                                                    | <b>Ongoing</b>   |
| • CBY to plan how to increase training for students.                                                                                                                                                                                                                  | <b>Ongoing</b>   |



<ul style="list-style-type: none"> <li>• March first aid box checks to be done net week by RMY.</li> <li>• CBY to plan where the new Catering Office will be located.</li> <li>• CBY to investigate alternative companies to be responsible for the water safety.</li> <li>• CBY &amp; RMY to schedule staff flat inspections this summer.</li> <li>• CBY/JST to review how students are educated on tailgating.</li> <li>• RMY is to contact relevant departments to ensure the tailgating PowerPoint slides are distributed to students.</li> <li>• CBY/RMY to schedule site team to fix loose paving slabs at Orchard House during summer 2025.</li> <li>• RMY is to update ladder training records to once staff have confirmed they understand the refresher training.</li> </ul>	<p><b>Complete</b></p> <p><b>Complete</b></p> <p><b>Ongoing</b></p> <p><b>Postponed</b></p> <p><b>Complete</b></p> <p><b>Complete</b></p> <p><b>Ongoing</b></p> <p><b>Complete</b></p>
<b>Student Medical Updates (DKT)</b>	<b>Action</b>
<ul style="list-style-type: none"> <li>• See Appendix 1 for full details on student medical updates.</li> <li>• DKT confirmed from September 2025, authorised absences will only be given in exceptional circumstances.</li> </ul>	
<b>Fire Safety</b>	<b>Action</b>
<u>PEEPs</u> <ul style="list-style-type: none"> <li>• CBY confirmed there are currently three student PEEPs and three staff PEEPs.</li> </ul>	
<u>Fire Alarm Testing</u> <ul style="list-style-type: none"> <li>• There have been no changes to the weekly fire alarm tests.</li> </ul> <p>Fire alarm sound tests are conducted across all sites at the following times:</p> <ul style="list-style-type: none"> <li>• Purbeck House – Wednesday at 12:00pm (Tested by CRM)</li> <li>• Orchard House – Wednesday at 11:00am (Tested by Abbey site team)</li> <li>• Abbey House - Thursday at 9:20am (Tested by Abbey site team)</li> <li>• Tripos Court – Thursday at 11:00am (Tested by Flagship)</li> </ul> <p>The Site Team will ensure to notify all staff via email if the sound test is rescheduled or postponed.</p>	



<p><u>First Aid Box Check</u></p> <ul style="list-style-type: none"> <li>May first aid box checks are complete. <b>June first aid box checks to be completed by Tia O'Connor next week (TOR)</b></li> </ul> <p><u>First Aid Training</u> RMY completed and passed her first aid at work training in May 2025. Simon Thacker (STR) is currently completing the course. <b>RMY to update first aid training document once STR's course is complete.</b></p>	<p><b>TOR (8)</b></p> <p><b>RMY (9)</b></p>
<p><b>Building Grounds</b></p>	
<p><u>Hall Storage</u></p> <ul style="list-style-type: none"> <li>The hall storage cupboard has been an area of concern due to lack of tidiness. PWE, RMY &amp; CBY have confirmed their commitment to keeping the area tidier next term. <b>PWE/RMY to tidy and organise the hall storage cupboard on the 23<sup>rd</sup> of June.</b></li> </ul>	<p><b>RMY/PWE (10)</b></p>
<p><b>Boarding House</b></p>	
<p><u>Abbey House</u></p> <ul style="list-style-type: none"> <li>Tailgaiting is a historic and ongoing issue, particularly through the courtyard gate. CBY confirmed there is no feasible long-term resolution. CBY reminded all that tailgating reminder slides are on the weekly slides so students should be aware of the dangers associated with it.</li> <li>PMY confirmed walkie talkies are no longer needed in Abbey and confirmed the boarding team should use teams/duty phone to communicate with each other.</li> <li>PMY addressed issues with students not having access to the building from 8pm via their access cards. <b>CBY &amp; Simon Tee (STE) to review NET2 access for students and make changes ready for September 2025.</b></li> <li>PMY requested that the dining room door out to courtyard to be locked from 7pm to prevent students using that door to access boarding rather than coming past the boarding desk. CBY agreed to review this. <b>CBY to review dining room - courtyard door locking times ready for September 2025.</b></li> </ul>	<p><b>CBY/STE (11)</b></p> <p><b>CBY (12)</b></p>
<p><u>Tripes Court</u></p> <ul style="list-style-type: none"> <li>New Site Manager at Tripes (Matt Evans) has received very positive feedback across all teams.</li> <li>MWS reported the A Block bike shed is not locking at the usual time. <b>MWS to report to RMY with the correct locking times for the A Block Bike shed. RMY to pass this information onto Flagship.</b></li> <li>The exterior gate at Tripes was not locking properly for a period of time. RMY confirmed this issue has been resolved by Flagship.</li> </ul>	<p><b>MWS/RMY (13)</b></p>
<p><u>Purbeck House</u></p> <ul style="list-style-type: none"> <li>Staff flat inspections were not completed this term. CBY is looking into software to inspect flats for the Autumn term.</li> </ul>	<p><b>CBY (14)</b></p>

<b>CBY to introduce new software to inspect staff flats for the next academic year.</b>	
<u>Orchard House</u> <ul style="list-style-type: none"> <li>Orchard is still being rented by EF and managed by Carter Jonas.</li> <li>No other relevant updates on Orchard</li> </ul>	
<b>SharePoint Compliance</b>	
Up to date and ongoing.	
<b>PAT Testing</b>	
<ul style="list-style-type: none"> <li>PAT Testing is up to date. All college/boarding items will be tested in October 2025.</li> </ul>	
<b>Health &amp; Safety Audit</b>	
<ul style="list-style-type: none"> <li>Up to date &amp; ongoing</li> </ul>	
<b>AOB</b>	
<u>Minibus</u> <ul style="list-style-type: none"> <li>ACC are looking into costs to lease new minibuses and repair exterior damage to the current minibus. Ramna Shaheed (RSD) is working on retrieving this information.</li> </ul>	
<u>Relationships and Community</u> <ul style="list-style-type: none"> <li>ACC has continued to develop a positive relationship with Hills Road Sixth Form. CBY/SSD have made particular efforts to build a strong rapport with the Site Manager Anthony.</li> <li>ACC and Cambridge Cookery School are continuing to form a positive relationship with the goal of developing it further.</li> </ul>	

<p><u>Transport and parking</u></p> <ul style="list-style-type: none"> <li>The transport survey has been distributed; SSD shared the results reflect a positive response from the school body.</li> <li>Hills Road Students have been parking on Purbeck Road and in the Abbey carpark which has caused disruptions in recent weeks. CBY has requested Security to keep a closer eye on this and report this activity to the site team if noticed. CBY encouraged all committee members to be aware of this issue and report if noticed.</li> <li>SSD has recommended no parking signs/ tow away signs to be put up in the car park to prevent non-Abbey staff using the car park. RMY to retrieve quotes and enquire about this.</li> </ul> <p><b>RMY to enquire about installing no parking/tow away signs in the car park.</b></p>	<p><b>RMY (15)</b></p>
<p><u>Staff contributions to H&amp;S</u></p> <ul style="list-style-type: none"> <li>CBY selected a few committee members to share something they do in their department to promote the health and safety of the college.</li> </ul> <p>The contributions were as follows:</p> <ul style="list-style-type: none"> <li>PWE is incorporating more in-depth warmups and cool downs during physical activities for students.</li> <li>EBA shared she has made a conscious effort to check areas are locked properly on the 4<sup>th</sup> floor to promote the security of the area.</li> <li>LFN ensures there are health assessments completed before new staff onboard.</li> </ul>	
<p><b>Closing Comments</b></p>	
<p>CBY thanked all for attending.</p>	

### Medical From March 2025

\*ONGOING - Medical centre - strips around 3 doors to be further replaced for soundproofing – what has been put up previously is not doing anything and keeps sticking to doors.

#### **Medical Conditions:**

1 student hospitalised for CVA (Stroke) – needing speech and physical therapy also heart monitoring for high blood pressure. On discharge stayed with Mother until allowed to fly and returned home for rest of term.

1 student suffered Bell's facial palsy – medication and fully recovered 4/6/25.

1 student fell off bike on cycleway – no lights and suffered grazes

2 students seen at A&E and had crutches for minor ankle injuries – recovered within a week, several muscle strains post sports day.

3 students had some sunburn from sports day – after sun creams relieved and healed

1 not stopping nosebleed – 111 called for advice – on following sat up student from lying and firm pinching to bridge nose – stopped within 10 minutes then.

16 minor injuries from basketball (mostly ball to head or elbows and slip/falls), football, and minor finger burns whilst cooking. A hand cut from a blender blade and scratch from nail. A couple of minor bumps to the head – no A&E involvement needed. Dressings or supports applied as needed/appropriate. A few short-term lift accesses needed for muscle strains.

Parents requesting medically authorised early leave or late return at each holiday for 'appointments' – from September only exceptional cases will be authorised – student hospitalised in own country. No

more dentist, blood tests etc as all parents have term dates in advance. Will not stop them leaving early/returning late but will be unauthorised. Questionable 'evidence'.

### **Actions Arising**

1. RMY to arrange a date for the next extinguisher inspection in October 2025.
2. CBY/RMY to lead the summer term fire evacuation and write up the report.
3. SPK to confirm when all guards have finished their evacuation chair training.
4. PMU to deliver evacuation chair training to all Abbey boarding staff in August 2025.
5. CBY to circulate updated fire alarm report.
6. CBY/SSD to confirm new system where students will need to meet with them if they fail to evacuate a building during a fire alarm, a possible new approach to improve fire safety.
7. CBY to deliver lockdown training to all staff during INSET with new alarm sound.
8. June first aid box checks to be completed by Tia O'Connor next week (TOR).
9. RMY to update first aid training document once STR's course is complete.
10. PWE/RMY to tidy and organise the hall storage cupboard on the 23rd of June.
11. CBY & Simon Tee (STE) to review access and make changes ready for September 2025.
12. CBY to review dining room to courtyard door locking times ready for September 2025.
13. MWS to report to RMY correct locking times for the A Block Bike shed and RMY to pass this information onto Flagship.
14. CBY to introduce new software to inspect staff flats for the next academic year.
15. RMY to enquire about installing no parking/tow away signs in the car park.

## Appendix 2



### FIRST AIDERS - 3 DAY FIRST AID AT WORK

NAME	BUILDING	BUILDING/ROLE	RENEW DATE	TRAINING
CHLOE BAILEY	Homerton Gardens	Site Manager	23/05/26	St Johns
RACHAEL MUNNELLY	Homerton Gardens	Deputy Site Manager	22/08/28	St Johns
ANN- MARIE KIRKHAM	Multi-sited	Head of House - Abbey	27/06/26	Pro Trainings
LUCY HART	Homerton Gardens/Purbeck	Deputy Head of House – Purbeck	23/05/26	St Johns
ALEX WHALLEY	Homerton Gardens	Chemistry Teacher	18/07/27	St Johns
PAUL BUSHEN	Homerton Gardens	Physics Teacher	31/10/27	St Johns
JANE RINDL	Homerton Gardens	Receptionist	21/11/27	St Johns
SIMON THACKER	Homerton Gardens	Teacher of Mathematics	17/06/28	St Johns

### 1 DAY EMERGENCY FIRST AID AT WORK

NAME	BUILDING/ROLE	RENEW DATE	TRAINING
ZHE XU	Matron's Assistant	29/08/25	St Johns
MARIA WOODS	Deputy Head of House – Tripos	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
YATAMMENE WILSON	House Parent	15/08/26	Pro Trainings
SOMIA KHALIL	House Matron	03/03/26	St Johns
PARKASH MATHARU	Deputy Head of House – Abbey House	21/09/26	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
BEATRICE GINI	Head of Biology	08/12/26	Pro Trainings
SEPHORA DAY	Head of Medicine	08/12/26	Pro Trainings
HARRY CHAN	House Parent	07/03/27	Pro Trainings
MARK THORPE	House Parent	07/03/27	Pro Trainings
CAROLYN DUNN	Vice Principal Pastoral	13/05/27	St Johns
SIMON GOOCH	House Parent	15/09/27	St Johns
EMMA GALLOWAY	Deputy Head Of House – Abbey	15/09/27	St Johns
GIUSEPPINA MASTROGIOVANNI	House Parent	26/09/27	St Johns
WILLIAM JOHNSON	Head of House – Purbeck	26/09/27	St Johns
PHILIP WHITE	Multi-sited	06/10/27	St Johns
DAWN KENT	Multi-sited	11/11/27	Pro Trainings
BENIGNA MAGYAR	House Matron	14/11/27	St Johns
LUKE QUINLAN	House Parent	14/11/27	St Johns
JAY ALEXANDER	House Parent	19/08/28	Pro Trainings
SUSAN CONROY	Teacher of Art	19/08/28	Pro Trainings
CANDICE PAGUIO	House Parent	19/08/28	Pro Trainings
CHU-AN-ANN TANG	House Parent	19/08/28	Pro Trainings
CRISTIAN MOLINA	House Parent	19/08/28	Pro Trainings
ALI HUSSAIN	Graduate Assistant	19/08/28	Pro Trainings
JED EARL	House Parent	19/08/28	Pro Trainings

### **PEADIATRIC FIRST AID**

NAME	BUILDING	RENEW DATE	TRAINING
ELEANOR HAGUE	Homerton Gardens	24/08/26	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 <input type="checkbox"/>	No <input type="checkbox"/>	Actions taken by Department to prevent recurrence:.....
.....			
.....			

## Appendix 4

<b>FIRE EVACUATION -ASSISTANCE TEAM</b>	Stephanie Stafford Chloe Bailey Erica Botha Rachael Munnelly Parkash Matharu Security (After office hours)	
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## Appendix 5

### **LOCATION OF FIRST AID BOXES**

#### **HOMERTON GARDENS (INC ABBEY HOUSE)**

##### **Block A**

##### **Ground Floor**

Outside Main Hall

Outside Dining Room

Dining Room 1

Dining Room 2

Kitchen

Boarding Desk

Reception Trip Bags x4

##### **First Floor**

Teaching Corridor- Abbey House 1

Teaching Corridor- Abbey House 2

Science lab 1

Science lab 2

Science lab 3

Science lab 4

Science lab 5

Boarding Corridor - Abbey House 1

Boarding Corridor - Abbey House 2

##### **Second Floor**

Teaching Corridor- Abbey House 1

Teaching Corridor- Abbey House 2

Science lab 1

Science lab 2

Science lab 3

Science lab 4

Boarding Corridor - Abbey House 1

Boarding Corridor - Abbey House 2

##### **Third Floor**

Teaching Corridor- Abbey House 1

Teaching Corridor- Abbey House 2

Boarding Corridor - Abbey House 1

Boarding Corridor - Abbey House 2

##### **Fourth Floor**

Office Corridor

Boarding Corridor - Abbey House 1

##### **Fifth Floor**

Boarding Corridor - Abbey House 1

Boarding Corridor - Abbey House 2

## First Aid Policy

### **Block B**

#### **Ground floor**

Teaching Corridor- B Block 1

Teaching Corridor- B Block 2

Medical Centre

#### **First Floor**

Teaching Corridor- B Block 1

Teaching Corridor- B Block 2

Stairwell 1

Stairwell 2

#### **Second Floor**

Teaching Corridor

Teaching Corridor

Stairwell 1

Stairwell 2

Biology lab 1

Biology lab 2

Biology lab 3

Chemistry lab 1

Prep Room

### **Purbeck**

All stairwell landings in all blocks

Flat 1 – Matrons Office

### **Tripos Court**

All stairwell landings in all blocks

First Aid Room in Block H

### **Orchard House**

Boarding Office Corridor

Medical Office

Block D Common Room

Block M (48-54) Corridor

Block M (48-54) Common Room