

Health and Safety Plan for Abbey College Cambridge

Primary person responsible for this policy: Stephanie Stafford

Job title: Director of Operations

Last review date: June 2025

Next review date: June 2026

Relevant ISI coding (if applicable)

Circulation: This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

'Parents' refers to parents, guardians and carers.

Health and Safety Plan for Abbey College Cambridge

1. Introduction

The Abbey College Cambridge Health and Safety Plan supports the Abbey DLD Colleges Health and Safety Policy and Arrangements which are accessible via the Group [Portal](#)

The Health and Safety Plan is a statement of the practical and specific health and safety arrangements established within the school/college.

The Health and Safety Plan is not intended to duplicate the Policy and Arrangements, but rather represents a statement of the actions taken by the Head/Principal to ensure compliance with health and safety law.

The health and safety plan will be agreed by the senior leadership team and staff representatives and be subject to review annually or in the event of any significant change.

2. School/College Roles and Responsibilities

Key roles and responsibilities have been identified for the management of health and safety and implementation of the health and safety plan within the college as follows:-

2.1 Head/Principal

The responsibilities of the Head/Principal are outlined in the Abbey DLD Colleges Health and Safety Policy. To ensure the effective management of health and safety within the school/college specific health and safety responsibilities have been delegated as follows:-

- **Chloe Bailey**, Site Manager. Delegated day-to-day responsibility for Health & Safety policy and practice.

3. H&S Communication and Consultation

3.1 Communication of Health and Safety Information

Health and Safety Information will be communicated to staff as follows:-

- As part of their induction at commencement of employment. This will include the Abbey DLD Colleges Health and Safety Policy and Arrangements and health and safety information/risk assessments specific to their role.
- Through ad-hoc staff meetings; as part of staff appraisals and one to one meetings with line management
- Display of relevant health and safety information on staff noticeboards and t: drive.
- Access to the Abbey DLD Colleges Portal

- Termly H&S meetings & minutes
- Through email communications

3.2 Consultation

The Head/Principal has established a Health and Safety Committee in line with the requirements of the Abbey DLD Colleges Health and Safety Policy and Safety Arrangement on Communication and Consultation.

The Health & Safety Committee is responsible for:

- Undertaking termly Health & Safety meetings
- Co-ordinating and implement Health & Safety plans, reviewing measures taken to provide the correct health and safety for employees, pupils, staff and visitors
- Annual review of fire safety policy

Membership of the Health and Safety Committee for the College is as follows - [See Appendix 1](#)

The Health & Safety Committee meet termly and is chaired by the Site Manager. Minutes are available [here](#).

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS HE/SHE MUST DRAW THESE TO THE ATTENTION OF THE HEALTH AND SAFETY OFFICER, AND IF IT RELATES TO CHILD WELFARE AND PROTECTION, TO THE CHILD PROTECTION LEAD.

The issue will then be recorded and passed on to the relevant member of the Health & Safety committee.

4. First Aid Arrangements

First aid arrangements are detailed in the Abbey College, Cambridge First Aid Policy - accessible via the Group [Portal](#).

Accident/Incident Reporting and Recording Arrangements

Reporting of accidents and incidents (RIDDOR) are detailed in the Abbey College, Cambridge First Aid Policy, which is accessible via the Group [Portal](#).

All accidents/incidents will be subject to review and investigation by the Site Manager to ensure that, where appropriate, action is taken to prevent a recurrence.

5. Fire Safety

The Fire Safety arrangements are detailed within the Abbey College Cambridge Fire Safety Policy, which is accessible via the Group [Portal](#).

6. Lock Down Procedures

Arrangements for lockdown are details in the Abbey College Cambridge Lockdown Procedure Policy, which is accessible via the Group [Portal](#).

7. Security of premises

The Security processes are detailed on the Security Policy, which is accessible via the Group [Portal](#).

8. Asbestos Survey and Management Plan

Abbey College Cambridge has no asbestos as it is a new build in 2016. We would refer to the Control of Asbestos Regulations 2012 if required. Asbestos safety arrangements and register reviewed yearly. [See Appendix 2.](#)

9. Driving and Vehicles

Abbey College Cambridge owns and operates a 16-seater mini bus and Caretaker van. The mini bus policy can be located in the Group [Portal](#).

- Peugeot Boxer 335 Mini Bus
- The Site Team are responsible for carrying out monthly checks of the mini bus, and complete a mini bus checklist which is saved in the Driver Checklist Folder within the Abbey Files. [See Appendix 3](#)
- Ford Transit Connect Van- The Caretaker van is only permitted to be driven by the Site Management team. To drive, follow the Safety Arrangement Driving at Work documentation, located in the Group [Portal](#).

9.1 Maintenance of School/College Vehicles

Both vehicles are maintained by the Site Management team. Full Repair, servicing, MOT is carried out by Marshalls Van and Motor Group in Cambridge.

9.2 Transportation of Children

Transportation of children is noted in the following Policies – Educational Visit Policy and Transport Policy. These policies can be located in the Group [Portal](#).

10. Risk Assessments

Abbey College Cambridge has developed a Risk Assessment Policy and procedures for the protection of all persons using the college under their control including employees, pupils/students, parents, visitors and contractors.

This aims to set out Abbey College Cambridge commitment to assessing the risks to employees and non-employees who may be affected by our operations in order to comply with The Management of Health and Safety at Work Regulations 1999.

The Risk Assessment Policy can be located in the Group [Portal](#).

Abbey College Cambridge local Risk Assessment link can be found by all staff on t:drive – [T:\Admin Share\AA OPERATIONS TEAM\SITE TEAM\H&S\Risk Assessments](#)

[See Appendix 4](#)

Appendix 1 – H&S Committee

H&S Committee Members
Chloe Bailey
Rachael Munnelly
Ellen Hesse
Stephanie Stafford
Jane Rindl
Dawn Kent
Sarah Still
Alison Bignell
Carolyn Dunn
Erica Botha
Phil White
Lucy Hart
William Johnson
Parkash Matharu
Liz Fentiman
Loana Nguen
Alexandra Prescott
Ian Punter- Evolve Security
Bruce Gilliam- Harrison's Catering
Paul Bushen
James Noton

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Appendix 2 - Asbestos

Homerton Gardens



Homerton

Asbestos Register

Where	Product	How	Surface	Condition	Access	Asbestos	Comment	Material	Priority
Outside									
Roof	Asbestos cement	None							
Down-pipes	Asbestos cement	None							
Inside									
Plant	Board	None							
	Pipe								
	Insulation	None							
	Gas Boiler	None							
	Cement	None							
	Electrical								
	Switch Box	None							
Stores	Ceiling tiles	None							
	Pipe								
	Insulation	None							
	Flooring	None							
	Doors	None							
Comments: Block A & B built 2016, no asbestos materials permitted. Refer to Control of Asbestos Regulations 2012.									
Name:	Chloe Bailey	Date:	Jul-25	Next check date:	Jul-26				

Asbestos Plan

Where	Product	Action	By When	By Whom
Outside	None			
Inside	None			
Comments: Block A & B built 2016, no asbestos materials permitted. Refer to Control of Asbestos Regulations 2012				
Name:	Chloe Bailey	Date:	Jul-25	

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Appendix 2 – continued - Asbestos

Orchard House

Orchard House									
Asbestos Register									
Where	Product	How much	Surface coating	Condition	Access	Asbestos type	Comment	Material Score	Priority Score
Outside									
Roof	Asbestos cement	None							
Down-pipes	Asbestos cement	None							
Inside									
Plant Room	Board	None							
	Pipe								
	Insulation	None							
	Gas Boiler	None							
	Cement Flue	None							
	Electrical Switch Box	None							
Stores/cupboa	Ceiling tiles	None							
	Pipe								
	Insulation	None							
	Flooring	None							
	Doors	None							
Comments: All Asbestos removed with refurbishment 2019 by builders.									
Name:	Chloe Bailey			Date:	Jul-25		Next check date:	Jul-26	
Asbestos Plan									
Where	Product	Action	By When	By Whom					
Outside	None								
Inside	None								
Comments: All Asbestos removed with refurbishment 2019 by builders.									
Name:	Chloe Bailey	Date:	Jul-25						

Appendix 3 – Drivers checklist

Mini Bus Safety Check

Date:

Initials

Exterior	OK	Interior	OK
Oil Level (start of day)	<input type="checkbox"/>	Mirrors adjusted, clean and unobstructed	<input type="checkbox"/>
Coolant Level (start of day)	<input type="checkbox"/>	Position & function of dashboard controls	<input type="checkbox"/>
Windscreen washer fluid level (start of day)	<input type="checkbox"/>	Position of driving seat	<input type="checkbox"/>
Brake fluid level (start of day)	<input type="checkbox"/>	Check for pressure on brake pedal	<input type="checkbox"/>
Windscreen and windows are clean and undamaged	<input type="checkbox"/>	Wipers and washer are working	<input type="checkbox"/>
Wiper blades are clean and undamaged	<input type="checkbox"/>	Fuel level	<input type="checkbox"/>
Lights, brake lights, indicators are clean and working	<input type="checkbox"/>	Seat belts undamaged and working correctly	<input type="checkbox"/>
Tyre pressures	<input type="checkbox"/>	First Aid Kit & Fire Extinguishers in place	<input type="checkbox"/>

Tyre tread	<input type="checkbox"/>	All relevant paperwork on board to hand	<input type="checkbox"/>
Tyre condition (cuts/bulges)	<input type="checkbox"/>	Equipment securely stowed and aisles/exits clear	<input type="checkbox"/>
Damage, sharp edges, repairs?	<input type="checkbox"/>	Damage, sharp edges, repairs?	<input type="checkbox"/>

(Some extracts of information have been sourced through RoSPA Mini-bus Safety Code of Practice)

Appendix 4 – Risk Assessments

Site

Asbestos Register Orchard - None on site, built after 2019

Electrical RA
Escorted Contractors
Fire Risk Assessment Orchard House
Fire Risk Assessment Homerton Gardens A&B
First Aider RA
Gardening RA
Gardening Hedge Trimmer
General Caretaking
General H&S & Welfare RA
General Lab RA
Hearing RA General
Heat & Temperature RA
Internal Lighting (inc Emergency) RA
Ladder RA
Water RA (every 2 years)
Lift Homerton Gardens

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Lift Orchard House
Legionella RA
Lone Working RA Homerton
Lone Working RA Orchard
Manual Handling RA
Minibus Activities RA
Pregnancy RA (private - staff)
Pupils Access to Risky Areas RA
Scaffolding RA (specific to window works)
Security RA Homerton
Security RA Orchard
Slips, Trips & Falls RA
Staff RA's (private - staff)
Van Activities RA
Waste Rubbish and Disposal RA
Waste disposal Orchard House
Working at Heights RA
Young Person RA

Pastoral

Prevent RA
Educational Trips & Events RA
Breaktime Playground
Students sharing a bedroom
Student arriving at night
Students preparing meals
Students walking around Cambridge
Students travelling by bus, bike, taxi
Students walking through Purbeck car park

Academic

Physics RA's

Chemistry RA's

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Biology RA's

Art Studio RA'S

Music RA's

Sports RA's