



Health and Safety Plan for Abbey College Cambridge

Primary person responsible for this policy: Stephanie Stafford

Job title: Director of Operations

Last review date: August 2026

Next review date: August 2027

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:-

- **Lewis Clements**, Facilities 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 on teams
- 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 with this meeting being chaired by the Facilities Manager or the Director of Operations. An example of the latest set of minutes is available here [H&S Meeting Minutes 02.06.26.docx](#)

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 Facilities 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 on the site, it is a new build constructed in 2016. Reference if required, would be made to the Control of Asbestos Regulations 2012. 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 teams – [Risk Assessments](#)

[See Appendix 4](#) for example of the risk assessment register

Appendix 1 – H&S Committee Members

Name	Job title	Department
Ellen Hesse	Principal	SLT principal
Stephanie Stafford	Director of Operations	SLT operations
Lewis Clements	Facilities Manager	Operations
Ed Grundy	Health and Safety and Facilities Co-ordinator	Operations
Shaye Herbert	Finance Officer	Operations
Dawn Kent	Matron	Pastoral
Sarah Still	Housemaster	Pastoral
Alison Bignell	Assistant Principal Pastoral	SLT pastoral
Carolyn Dunn	Vice Principal Pastoral	SLT pastoral
Erica Botha	PA to SLT	PA to SLT
Phil White	Housemaster	Pastoral
Lucy Hart	Deputy Head of House	Boarding/pastoral
William Johnson	Houseparent	Boarding/pastoral
Parkash Matharu	Deputy Head of House	Boarding/pastoral
Ann -Marie	Head of House	Boarding/pastoral
Liz Fentiman	HR Manager	Head Office
Alexandra Prescott	Accommodation Officer	Operations
Ian Luck - Evolve Security	Security lead	Contractor
Bruce Gilliam- Harrisons Catering	Catering Manager	Contractor
John Winter	Caretaker	Operations
Tauhida RKhan	Assistant Principal Academic	Academic
Albhie Hall	Caretaker	Operations
Jacqui Ramjee	Lab technician	Academic

Appendix 2 - Asbestos

Homerton Gardens



**ABBAY COLLEGE
CAMBRIDGE**

Gardens

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 panels	None							
	Pipe Insulation	None							
	Gas Boiler	None							
	Cement Flue	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:	Stephanie Stafford				Date:	Aug-26	Next check date:	Aug-27	

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:	Stephanie Stafford		Aug-26	

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 panels	None							
	Pipe Insulation	None							
	Gas Boiler	None							
	Cement Flue	None							
	Electrical Switch Box	None							
Stores/cupboards	Ceiling tiles	None							
	Pipe Insulation	None							
	Flooring	None							
	Doors	None							
Comments: All Asbestos removed with refurbishment 2019 by builders.									
Name:	Stephanie Stafford			Date:	Aug-26		Next check date:	Aug-27	

Asbestos Plan

Where	Product	Action	By When	By Whom
Outside	None			
Inside	None			
Comments: All Asbestos removed with refurbishment 2019 by builders.				
Name:	Stephanie Stafford			

Appendix 3 – Drivers checklist

Mini Bus Safety Check

Date:

Initials

Exterior	OK	Interior	OK
Oil Level (start of day)	☐	Mirrors adjusted, clean and unobstructed	☐
Coolant Level (start of day)	☐	Position & function of dashboard controls	☐
Windscreen washer fluid level (start of day)	☐	Position of driving seat	☐
Brake fluid level (start of day)	☐	Check for pressure on brake pedal	☐
Windscreen and windows are clean and undamaged	☐	Wipers and washer are working	☐
Wiper blades are clean and undamaged	☐	Fuel level	☐
Lights, brake lights, indicators are clean and working	☐	Seat belts undamaged and working correctly	☐
Tyre pressures	☐	First Aid Kit & Fire Extinguishers in place	☐
Tyre tread	☐	All relevant paperwork on board to hand	☐

Tyre condition (cuts/bulges)

☐

Equipment securely stowed
and aisles/exits clear

☐

Damage, sharp edges, repairs?

☐

Damage, sharp edges,
repairs?

☐

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

Appendix 4 – Risk Assessments – example of list Site and departments

Risk Assessment Register - Site	Risk Assessments			
Risk Assessment Heading	Assessor & Position	Date Last Reviewed	Additional information	Link
Asbestos Register Homerton - None on site	Chloe Bailey - Site/H&S Safety Manager	01/07/2025		Homerton Asbestos Register 25-26.xlsx
Asbestos Register Orchard - None on site, built after	Chloe Bailey - Site/H&S Safety Manager	01/07/2025		Orchard Asbestos Register 25-26.xlsx
Electrical RA	Rachael Munnelly/Stephanie Stafford - Site/H&S	11/01/2026		Electrical Risk Assessment.docx
Escorted Contractors	Rachael Munnelly/Stephanie Stafford - Site/H&S	23/01/2026		Escorted contractors RA.docx
Fire Risk Assessment Orchard House	Keith Simmons (external) - Fire Safety 2000	09/09/2025		
Fire Risk Assessment Tripod Court	Keith Simmons (external) - Fire Safety 2000	09/09/2025		
Fire Risk Assessment Purbeck House	Keith Simmons (external) - Fire Safety 2000	09/09/2025		
Fire Risk Assessment Homerton Gardens A&B	Keith Simmons (external) - Fire Safety 2000	09/09/2025		
First Aider RA	Rachael Munnelly/Stephanie Stafford - Site/H&S	23/01/2026		First Aider RA.docx
Gardening RA	Rachael Munnelly/Stephanie Stafford - Site/H&S	23/01/2026		Gardening Risk Assessment.docx
Gardening Hedge Trimmer	Rachael Munnelly/Stephanie Stafford - Site/H&S	23/01/2026		Gardening Hedge Trimmer.docx
Gardening Tools RA	Rachael Munnelly/Stephanie Stafford - Site/H&S	03/01/2026		Gardening Tools Risk Assessment April 2025.docx
General Caretaking	Rachael Munnelly/Stephanie Stafford - Site/H&S	10/01/2026		General Caretakers RA.docx
General H&S & Welfare RA	Rachael Munnelly/Stephanie Stafford - Site/H&S	10/01/2026		General H&S & Welfare RA.docx
General Lab RA	Rachael Munnelly/Stephanie Stafford - Site/H&S	10/01/2026		General Lab Risk Assessment.docx
Hearing RA General	Rachael Munnelly/Stephanie Stafford - Site/H&S	13/01/2026		Hearing RA General.docx
Heat & Temperature RA	Rachael Munnelly/Stephanie Stafford - Site/H&S	13/01/2026		Heat & Temperature Risk Assessment.docx
Internal Lighting (inc Emergency) RA	Rachael Munnelly/Stephanie Stafford - Site/H&S	13/01/2026		Internal Lighting (including emergency).docx

> ≡ H&S General Physics Chemistry Biology Medicine Events +