

Health and Safety Plan

Primary person responsible for this policy: Chris Randell

Job title: Principal

Last review date: June 2024

Next review date: June 2025

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 Manchester

1. Introduction

The Abbey College Manchester Health and Safety Plan supports the Abbey DLD Group Health and Safety Policy and Arrangements which are accessible via the Group Portal [ADC Group's Staff Policy Portal \(sharepoint.com\)](#) The Health and Safety Plan is a statement of the practical and specific health and safety arrangements established within the 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 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 subject review annually or in the event of any significant change.

2. 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 Principal

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

Name	Role	Duties
Peter Woad	Health and Safety Officer	Assists with ensuring the college adheres to Health and Safety Policies and regulations and advises on Health and Safety matters. Responsible for the safety of the building by checking fire escape routes, fire extinguishers etc on a daily/weekly basis.
Claire Rigby	EVC	Responsible for reviewing and implementing the Educational Visits Policy and for ensuring that all college visits are compliant with the policy and best practice.
Iain Stewart	Data Protection Officer	Assists and advises on the implementation of current Data Protection laws and regulations. Advises on e-safety matters and assists with organising

		relevant training for students and staff.
TBC	eSafety Officer	Responsible for reviewing and implementing the eSafety Policy and acts as a point of contact and a source of advice for eSafety matters
Amanda Shepherdson	College Nurse	Provides nursing care to students and first aid care to all members of the school community. Responsible for checking and replenishing first aid kits.
Laura Cronin	Operations and Compliance Assistant	Monitors and arranges appropriate health and safety training. Maintains records of building checks including fire and emergency systems.

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 Group 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
- Access to the Abbey DLD Group Portal
- Through staff briefings
- Through requests for any Health and Safety concerns for the Health and Safety Meetings

3.2 Consultation

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

Membership of the Health and Safety Committee for the College is as follows:-

Chris Randell (Principal)
Peter Woad (Health and Safety Officer and Lab Technician)
Laura Cronin (Operations and Compliance Assistant)
Iain Stewart (Assistant Principal)
Nigel Walker (Assistant Principal)
Claire Rigby (EVC)
Amanda Shepherdson (Nurse)
Helen Fletcher (Student Services)

The arrangements for meetings and record keeping are as follows:

A Health and Safety meeting is held once a term as a minimum and any major Health and Safety issue will prompt a meeting. Staff are notified of an upcoming Health and Safety meeting via email and are invited to raise any concerns. The minutes of the meeting are saved on the staff shared file: T:\HEALTH & SAFETY & EVC & SAFEGUARDING CHILDREN\Health & Safety Agenda and Minutes of meetings

4. First Aid Arrangements

First aid arrangements are detailed in the First Aid Policy: [ADC Policy Portal - ACM Policies - All Documents \(sharepoint.com\)](#)

4.1 Assessment of First Aid Requirements

The Principal considers the following when assessing the college's first aid requirements:

- The size of the college and the number of levels
- Specific hazards and risks on site (for example the science laboratories)
- Any specific health needs of students/staff
- Adequate provision for leave and absences
- Adequate provision for practical departments (science, art, sport enrichment)
- Adequate provision for out of hours activities

4.2 First Aiders

Please see the First Aid Policy for the list of first aiders: [ADC Policy Portal - ACM Policies - All Documents \(sharepoint.com\)](#)

4.3 Head Injuries*

A head injury will be treated as potentially life threatening. There will also be an assumption that the casualty has a neck injury and treated accordingly. If the casualty is responsive, their breathing and level of response will be monitored closely. If the casualty is unresponsive, or if the condition of a responsive casualty deteriorates, an ambulance will be called. We would advise a casualty who becomes unresponsive (however briefly) after a blow to the head to see a doctor.

**Guidance taken from St John Ambulance first aid reference guide.*

4.4 Administration of Medicines

Please see Administration of Medicines Policy and Procedures and Clydesdale Boarding Medical Guidance and Policy: [ADC Policy Portal - ACM Policies - All Documents \(sharepoint.com\)](#)

5. Accident/Incident Reporting and Recording Arrangements

All accidents, incidents, near misses and dangerous occurrences will be reported by the person witnessing the incident or the first member of staff to be notified of the incident and recorded in the Accident Book. Reporting of accidents and incidents (RIDDOR) are detailed in the Abbey College Manchester First Aid Policy: [ADC Policy Portal - ACM Policies - All Documents \(sharepoint.com\)](#)

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

6. Fire Safety

The Fire Safety arrangements are detailed within the Abbey College Manchester Fire and Evacuation Procedures and Risk Assessments Policy: [ADC Policy Portal - ACM Policies - All Documents \(sharepoint.com\)](#)

6.4 Personal Emergency Evacuation Plans

Where there are members of staff or children with disabilities that require them to be assisted to evacuate the building these should be listed here. Detailed personal emergency evacuation plans can be added to the fire policy/plan as appendices. Refer to Safety Arrangement on Fire Safety for further advice.

7. Security and Lock Down Procedures

Arrangements for lockdown are details in the Abbey College Manchester Lockdown Procedures (City Centre Emergencies): [ADC Policy Portal - ACM Policies - All Documents \(sharepoint.com\)](#)

8. Asbestos Survey and Management Plan

The Asbestos Management Survey for Abbey College is located on the staff shared drive in the following location: U:\ADMIN SHARE\BUILDING MAINTENANCE\Asbestos Management. The survey was carried out by Hope Garrett in August 2016. Recommendations and guidance for the management arrangements are included in

the survey. The most recent annual asbestos condition check took place on 4th March 2024 by Healthy Buildings International.

9. Risk Assessments

Risk assessments have been prepared for identified significant hazards within the college and are listed by department on the staff shared drive: T:\HEALTH & SAFETY & EVC & SAFEGUARDING CHILDREN\Risk Assessment Index.

The Health and Safety Officer is responsible for the communication of risk assessments to relevant staff and for carrying out regular reviews to ensure that risk assessments remain suitable and sufficient.

Risk assessments are made available to staff via the staff shared drive: T:\HEALTH & SAFETY & EVC & SAFEGUARDING CHILDREN\Risk Assessment Index.

A summary of Risk Assessments can also be found in the Risk Assessment Policy: [ADC Policy Portal - ACM Policies - All Documents \(sharepoint.com\)](#)