

ABBNEY COLLEGE CAMBRIDGE

Health & Safety Plan Abbey College Cambridge – August 2020

1. Introduction

The Abbey College Cambridge Health and Safety Plan supports the Alpha Plus Group Health and Safety Policy and Arrangements which are accessible via the Group Portal <http://egiportal.alphaplusgroup.co.uk/apg-info/Pages/Health-Safety.aspx>

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 Alpha Plus Group 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:-

- **Jenny Maskell**, 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 Alpha Plus 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 and t: drive.
- Access to the Alpha Plus Group Portal

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- 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 Alpha Plus Group Health and Safety Policy and Safety Arrangement on Communication and Consultation.

The Health & Safety Committee is responsible for:

- Undertake termly Health & Safety meetings
- Co-ordinate and implement Health & Safety plans, reviewing measures taken to provide the correct health and safety for employees, pupils, staff and visitors

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

[H&S Committee](#)

The Health & Safety Committee meet termly and is chaired by the Site Manager. Minutes are available to all staff on the shared T: drive - [H&S Meetings](#)

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 <http://egiportal.alphaplusgroup.co.uk/college/acc/Pages/all-documents.aspx>

Accident/Incident Reporting and Recording Arrangements

Reporting of accidents and incidents (RIDDOR) are detailed in the Abbey College Cambridge First Aid Policy <http://egiportal.alphaplusgroup.co.uk/college/acc/Pages/all-documents.aspx>

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.

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5. Fire Safety

The Fire Safety arrangements are detailed within the Abbey College Cambridge Fire Safety Policy <http://egiportal.alphaplusgroup.co.uk/college/acc/Pages/all-documents.aspx>

6. Lock Down Procedures

Arrangements for lockdown are details in the Abbey College Cambridge Lockdown Procedure Policy Further Group guidance on Lockdown procedures is available on the APG Health and Safety section of the Portal <http://egiportal.alphaplusgroup.co.uk/college/acc/Pages/all-documents.aspx>

7. Security of premises

The Security processes are detailed on the Security Policy <http://egiportal.alphaplusgroup.co.uk/college/acc/Pages/all-documents.aspx>

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. [Asbestos Register](#)

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 <http://egiportal.alphaplusgroup.co.uk/college/acc/Pages/all-documents.aspx>

- Peugeot Boxer 335 Mini Bus

The Caretaker van is only permitted to be driven by the Site Management team. To drive follow the Safety Arrangement Driving at Work documentation

<http://egiportal.alphaplusgroup.co.uk/college/acc/Pages/all-documents.aspx>

- Ford Transit Connect Van

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

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Transportation of children is noted in the following Policies – Educational Visit Policy and Boarding & APEL Transport Policy <http://egiportal.alphaplusgroup.co.uk/college/acc/Pages/all-documents.aspx>

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.

Abbey College Cambridge Risk Assessment Policy
<http://egiportal.alphaplusgroup.co.uk/college/acc/Pages/all-documents.aspx>

Abbey College Cambridge local Risk Assessment link here <T:\H&S\Risk Assessments>