

Health and Safety Plan

Primary person responsible for updates to this policy: Liz Elam

Job title: Principal

Last review date: June 2020

Next review date: June 2021

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.

1. Introduction

The College Health and Safety Plan supports the Alpha Plus Group Health and Safety Policy and Arrangements which are accessible via the Group Portal <https://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 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 school/college as follows:-

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:-

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.
Lizzy Terry	EVC Co-ordinator	Responsible for reviewing and implementing the Educational Visits Policy and for ensuring that all college visits are compliant with the policy and best practice.
Carole Keogh	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.

Nigel Willetts	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 HR Office	Monitors and arranges appropriate health and safety training. Maintains records of building checks including fire and emergency systems.

3. H&S Communication and Consultation

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
- Access to the Alpha Plus Group Portal
- Through the weekly staff bulletin 'Abbey Times'
- Through requests for any Health and Safety concerns for the Health and Safety Meetings

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.

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

Liz Elam (Principal)

Chris Randell (Assistant Principal Pastoral and Boarding)

Peter Woad (Health and Safety Officer and Lab Technician)

Laura Cronin (Operations and HR Officer)

Iain Stewart (Assistant Principal)

Carole Keogh (ICT & Database Manager)

Nigel Walker (Assistant Principal)

Lizzy Terry (EVC/Head of Senior Boarding)

Rachel Lasham (Head of House)
Amanda Shepherdson (Nurse)
Chris Naylor (Student Services)
Marc Arrowsmith (Director of Accommodation)

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 Abbey Times 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

The college also has a Safeguarding sub-committee.

4. **First Aid Arrangements**

The following arrangements, which are consistent with the Alpha Plus Group First Aid Arrangement as published on the Portal, have been established for the provision of first aid within the school/college:

Please see the First Aid Policy on the following link:

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

2. **First Aiders**

Please see the First Aid Policy for the list of first aiders:

<https://egiportal.alphaplusgroup.co.uk/Institutions%20Policies/Abbey%20College%20Manchester/Abbey%20College%20Manchester-First%20aid%20policy-2020-2021.docx>

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. Administration of Medicines

Please see the Administration of Medicines Policy: <https://egiportal.alphaplusgroup.co.uk/Institutions%20Policies/Abbey%20College%20Manchester/Abbey%20College%20Manchester-Administration%20of%20Medicines%20Policy%20and%20Procedures-2020-2021.docx> [https://egiportal.alphaplusgroup.co.uk/Institutions Policies/Abbey College Manchester/Abbey College Manchester-Administration of Medicines Policy and Procedures -2019-2020.docx](https://egiportal.alphaplusgroup.co.uk/Institutions%20Policies/Abbey%20College%20Manchester/Abbey%20College%20Manchester-Administration%20of%20Medicines%20Policy%20and%20Procedures-2019-2020.docx)

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.

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 following arrangements have been established for fire safety within the school/college

1. Fire Marshalls, wardens and officers.

Please see the 'Fire and Evacuation Procedures and Risk Assessments 2019-2020' on the following link for the list of Fire Wardens/Marshalls: <https://egiportal.alphaplusgroup.co.uk/Institutions%20Policies/Abbey%20College%20Manchester/Abbey%20College%20Manchester-Fire%20and%20Evacuation%20Procedures%20and%20Risk%20Assessments-2020-2021.docx>

6.2 Fire Evacuation Procedures

Please see 'Fire and Evacuation Procedures and Risk Assessments 2019-2020' on the following link for the fire evacuation procedures:
<https://egiportal.alphaplusgroup.co.uk/Institutions%20Policies/Abbey%20College%20Manchester/Abbey%20College%20Manchester-Fire%20and%20Evacuation%20Procedures%20and%20Risk%20Assessments-2020-2021.docx>

6.3 Personal Emergency Evacuation Plans

Temporary disabilities covered under risk assessments. Permanent disabilities will be added as required to the Fire and Evacuation Procedures and Risk Assessments Policy as an appendix.

7. Lock Down Procedures

Please see 'Lockdown Procedures (City Centre Emergencies) on the following link:
[https://egiportal.alphaplusgroup.co.uk/Institutions%20Policies/Abbey%20College%20Manchester/Abbey%20College%20Manchester-Lockdown%20Procedures%20\(City%20Centre%20Emergencies\)-2020-2021.docx](https://egiportal.alphaplusgroup.co.uk/Institutions%20Policies/Abbey%20College%20Manchester/Abbey%20College%20Manchester-Lockdown%20Procedures%20(City%20Centre%20Emergencies)-2020-2021.docx)

8. Security of premises

- All visitors must sign in at reception and will be accompanied at all times.
- Students are prohibited to bring people into the college unless they have an appointment with a member of staff.
- The college has two entrances with automatic locking and an intercom. Students and staff use swipe-cards to enter.
- The main student entrance has a roller shutter for when the college is closed. The college is equipped with intruder alarms and CCTV.

9. Asbestos Survey and Management Plan

The Asbestos Management Survey for Abbey College is located on the staff shared drive in the following location: T:\ADMIN FOLDER\BUILDING MAINTENANCE\Asbestos Management. The survey was carried out by Hope Garrett in August 2016. The areas identified with asbestos are visually checked twice a year by our maintenance contractor. These checks are recorded in the Asbestos Management file located in reception.

10. Driving and Vehicles

The college does not currently own or operate any vehicles.

1. Authorised Drivers

Members of staff who are authorised to drive for work are as follows:

- a. Business Drivers: there are currently no members of staff who are required to drive as part of their job using their own vehicle. Our Director of Accommodation uses a hire car for homestay visits.

2. Transportation of Children

- Students are taken on a bus from the college to the student accommodation and to a Sport Centre. The bus is equipped with a first aid kit.
- International students arriving at Manchester Airport are taken to their accommodation by a driver arranged by the college.

11. 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.

Please note: Separate Risk Assessments have been created for the re-opening of the college and the boarding house since the Covid-19 lockdown.