Health and Safety Plan

Primary person responsible for this plan: Helen Edwardson **Job title:** Bursar
Last review date: September 2026 **Next review date:** September 2027

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 DLD College Health and Safety Plan supports the Abbey DLD Group Health and Safety Policy and Arrangements which are accessible via the Group Portal. All DLD documents referred to in this plan can be found on the Policy Portal.

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 has been agreed by the Executive Leadership Team and is subject to 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 and implementation of the health and safety plan within the College.

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:

Senior Vice Principal (Pastoral) & Designated Safeguarding Lead
Health and safety issues as they relate to the welfare and protection of children.

Facilities Manager
Operational responsibility for implementation and monitoring of this Health and Safety Plan, identifying risks and repairs, and resolving or escalating as appropriate. Liaison with the Bursar, the Group Chief Executive Officer and outside contractors as required.

Bursar
Responsibility for updating the Health and Safety Plan and chairing the Health and Safety Committee. Line management of the Facilities Manager and therefore responsible for overseeing the implementation of this Health and Safety Plan (as described above).

3. H&S Communication and Consultation

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

- As part of their induction at commencement of employment, arranged by the Facilities Manager. This will include the Abbey DLD Group Health and Safety Policy and arrangements and health and safety information, including risk assessments specific to their role
- Further Health and Safety training and updates will be arranged for existing staff. The Facilities Manager will, as required, arrange for appropriate training to take place in liaison with the Principal
- Through ad-hoc staff meetings; as part of staff appraisals and one to one meeting with line management
- Display of relevant health and safety information on staff noticeboards
- Access to the Abbey DLD Group Portal
- Through email communications and notices on the Teams staff notices channel
- A Health and Safety Law poster is displayed on the staffroom notice board and in the kitchen.

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.

The Health and Safety Committee is responsible for:

- co-ordinating the implementation of the Health and Safety plan. They regularly review measures taken to ensure the health and safety of employees, pupils and staff
- meeting regularly to discuss matters concerning health and safety
- reviewing and updating any risk assessments (where necessary)
- reviewing accident and near miss records to look for patterns
- discussing training requirements
- reviewing the actions taken to remedy any identified risks

The college's Health and Safety Committee comprises:

- Principal
- Senior Vice Principal
- Bursar (Chair)
- Facilities Manager
- College Matron
- Assistant Principal (Pastoral)
- Director of Boarding
- Head of Art
- Head of Science
- Art Technician
- Science Technician

The Health and Safety Committee meets once every term and is chaired by the Bursar.

Health and Safety meetings are notified in advance to all staff and requests for agenda items made. Minutes are produced, with action points. These are reviewed at the start of the next meeting, with actions taken noted. The minutes are emailed to Governors and placed on the H&S Committee Teams channel.

All employees have a responsibility for their personal safety and the safety of others. They must:

- Cooperate on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to a member of the Health and Safety Committee
- Familiarise themselves with the DLD fire procedure and other Health and Safety procedures outlined in the Abbey DLD Health and Safety Policies and on the notices displayed in the staffroom
- In respect of boarding, it is the responsibility of the Houseparents to familiarise themselves with fire procedures and to ensure that the students do the same

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS, THEY MUST DRAW THESE TO THE ATTENTION OF THE BURSAR OR THE FACILITIES MANAGER OR IF IT RELATES TO CHILD WELFARE AND PROTECTION, TO THE DESIGNATED SAFEGUARDING LEAD.
THE ISSUE WILL THEN BE RECORDED AND, IF RELEVANT, DISCUSSED AT THE NEXT MEETING OF THE HEALTH & SAFETY COMMITTEE

4. First Aid Arrangements

First Aid arrangements are detailed in the DLD First Aid Policy.

4.1 Defibrillator, First Aid, Acid and Burns kits in College

Equipment	Location
First Aid Kit	Basement – The Hub
Lifepak Defibrillator	Ground Floor by Boarding Lifts
First Aid PACT kit	Ground Floor by Boarding Lifts
First Aid Kit	Ground Floor reception wall
First Aid Kit	Ground Floor Reception – Offsite Trips Cabinet
First Aid Kit	Ground Floor Reception – Offsite Trips Cabinet
First Aid Kit	Ground Floor Reception – Offsite Trips Cabinet
First Aid Kit	Ground Floor Sports Cupboard
First Aid Kit	Ground Floor Sports Cupboard
First Aid Kit	Ground Floor Sports Cupboard
Acid Kit	G.02 Behind Door
First Aid Kit	G.02 Facilities Manager
First Aid Kit	G.02 Houseparents Area
First Aid Kit	Ground Floor Coffee Shop
First Aid Kit	Ground Floor Kitchen Office
Burns Kit	Ground Floor Kitchen Office
First Aid Kit	Mezzanine Conference Room M.06
First Aid Kit	1st Floor 1.44 Staff Room
First Aid Kit	1st Floor 1.66 Art Foundation
First Aid Kit	1st Floor 1.67 Photography Room
First Aid Kit	1st Floor 1.68 Photography Studio
First Aid Kit	1st Floor 1.69 Art Technician
First Aid Kit	1st Floor 1.72 Art Room
First Aid Kit	1st Floor 1.74 Art Room
First Aid Kit	1st Floor Counselling / Wellbeing Area
First Aid Kit	2nd Floor 2.24 Physics Lab
First Aid Kit	2nd Floor 2.26 Physics Lab
First Aid Kit	2nd Floor 2.28 Science Lab
Burns Kit	2nd Floor 2.28 Science Lab
First Aid Kit	2nd Floor 2.30 Science Lab
First Aid kit	2nd Floor 2.31 Science Prep Room
Burns Kit	2nd Floor 2.31 Science Prep Room
First Aid Kit	2nd Floor 2.32 Biology Lab
First Aid kit	2nd Floor 2.34 Biology Lab
Emergency Inhaler, EpiPen & Antihistamines	Ground Floor Reception wall and Matron's Office (1.62)

4.2 First Aiders

NAME	DEPARTMENT	LOCATION	COURSE	Expiry date
Emma Finnerty	Boarding	Houseparents Desk	First Aid at Work	21/11/2026
Sophie Sandford	Boarding	Houseparents Desk	First Aid at Work	19/02/2027
Scott Webster	Boarding	Houseparents Desk	First Aid at Work (Blended)	04/12/2027
Danny Igbinidu	Boarding	Houseparents Desk	Emergency First Aid at Work	18/08/2028
Alisa Cernavska	Support	M.02 *Mezzanine*	Emergency First Aid at Work	24/11/2027
Samuel Ayerst	Support	M.02 *Mezzanine*	First Aid at Work	27/03/2027
Helen Edwardson	ELT	M.02.1 *Mezzanine*	Emergency First Aid at Work	14/11/2027
Fumi St Marthe	SLT	1.14 *1st Floor*	First Aid at Work	09/07/2028
Celestine Cawley	SLT	1.22 *1st Floor*	Emergency First Aid at Work	23/09/2028
Marilyn Peters	Matron	1.62 *1st Floor*	Emergency First Aid at Work	23/06/2028
Jack Chester	Art	1.67 *1st Floor*	First Aid at Work	23/06/2028
Michael Whitfield	Art	1.69 *1st Floor*	First Aid at Work	14/01/2028
Janvier Mbogol	Physics	*2.22 2nd Floor*	Emergency First Aid at Work	21/05/2029
Kirtida Shastri	Science	2.28 *2nd Floor*	First Aid at Work	23/06/2028
Ambreena Qayyum	Science	2.31 *2nd Floor*	Emergency First Aid at Work	25/06/2028
Nayan Patel	Housemaster	2.78 *2nd Floor*	Emergency First Aid at Work	23/06/2028
Jess Ellett	Housemistress	2.64 *2nd Floor*	First Aid at Work	05/11/2026
Prad Koppa	Sport	Off-site Sport	First Aid at Work	23/06/2028
Macy McCutcheon	Sport	Off-site Sport	First Aid at Work	28/09/2029
Molly Hanson-Atkins	Sport	Off-site Sport	First Aid at Work	14/09/2029

5. Accident/Incident Reporting and Recording Arrangements
Full details regarding reporting of accidents and incidents under RIDDOR are detailed in the Abbey DLD College Ltd Accident Reporting and Investigation Policy, which is available on the group Policy Portal.

5.1 Accidents/near miss Incidents to students, staff and visitors and work-related ill health
All accidents / near miss incidents are to be recorded using the online Accident Reporting Form which is located on the staff dashboard. If no internet/ devices are available, a form in one of the accident report books can be completed (these are located in the College Matrons office, Science Prep room, Art Technician's office and Reception).
The accident should be reported by the person who was witness to the accident or the injured person themselves.
If using the books, the person writing a report is responsible for taking the report to the Bursar immediately, who will also inform the Facilities Manager. When it has been reviewed and if applicable, actioned by the Bursar, the report is filed by the Administrator to the ELT and kept in the PAs office.

The accident report forms are reviewed once per term by the Health & Safety Committee to identify any regular or avoidable hazards.

Any accident resulting in a fatality or major injury will immediately be reported to the HSE, the Group Chief Executive Officer, the Group Chairman and to AAB Health and Safety service. If appropriate, the location of the accident will be sealed off in preparation for a visit from the police and the HSE.

6. Fire Safety
Fire safety and evacuation arrangements, including details of fire officers, wardens, marshals and personal emergency evacuation plans are detailed in the DLD Fire Safety Policy.

7. Lockdown Procedures & Security of premises
Arrangements for lockdown are detailed in the DLD Lockdown Procedure. Further Group guidance on Lockdown procedures is available on the ADC Health and Safety section of the Portal.
The Principal, Houseparents and the Facilities Manager are the designated key holders and are responsible for the security of the building. For detailed information please see the Premises Security Policy.

8. Asbestos Survey and Management Plan
DLD's college building was erected in 2015. DLD does not maintain an asbestos register as the building is new, contains no asbestos and asbestos is banned from the building.

9. Driving and Vehicles
DLD College does not own or operate any vehicles. Transport of students on off-site visits follows the Educational Visits Policy, which is available on the policy portal. There is very limited parking for contractors' vehicles at the rear of the college premises. Ingress and egress is via a locked gate, controlled by the Landlord, Urbanest.

10. Risk Assessments
Risk assessments have been prepared for identified significant hazards within the college, and these are listed below. The Facilities Manager is responsible for the communication of risk assessments in college to relevant staff and for carrying out regular reviews to ensure that risk assessments remain suitable and sufficient.
The Facilities Manager is responsible for ensuring the action required to remove or control risks is implemented as per the Risk Assessment Policy.

The Educational Visits Coordinator reviews risk assessments for educational visits.

In respect of accommodation, risk assessments will be undertaken by the Facilities Manager in association with the Director of Boarding.

Risk assessments are made available to staff via the staff dashboard and are located in the Admin Folder under the title 'Risk Assessments'. Hard copies are available on request from the Facilities Manager or Bursar.

10.1 List of risk assessments:

Archbishops Park	Lone working
Art Construction	Minibus journeys
Art Rooms	Pancake Race
Atrium Events	Physics Labs 2.24 & 2.26
Biology labs 2.32 & 2.34	Physics prep room 2.22
Boarding House	Pregnancy
Castle Centre	Premises Security
Chemistry Labs 2.28 & 2.30	Pupil access to risky areas
Christmas tree decorating	Radon
Coin Street - off site volunteering venue	Radioactive Sources
Contractors on site	Reindeer rodeo / Mechanical bull
Dogs in College	Roof garden
DSE users	Running Club
Electrical	Science prep room 2.31
Epilepsy	St John's - offsite volunteering venue
Fire	Staircases / Corridors
First Aider	The "HUB"
Flag hanging and display	Toilets
Fume cupboard	Urbanest Gym
General Classrooms	Violence in the College
General H&S and Welfare	Wellbeing Garden
Hosting Events	Working at height
Indoor Heat & Temperature	
Internal lighting (including emergency)	
Ladders and Steps	
Lifts	

11. Safe plant and equipment

The Facilities Manager is responsible for identifying all building and equipment maintenance in College. Any problems found with the building or equipment should be reported to the Facilities Manager.

Houseparents and Boarding Assistants are responsible for identifying all building and equipment maintenance in the boarding house. Any problems found with the building or equipment should be reported to Urbanest maintenance via a Smartsheet email.

Portable electrical equipment is tested annually in College and bi-annually in the boarding house by our contracted company PATSAFE.

Records are kept of regular checks to firefighting equipment. Fire extinguishers are pressure checked annually by the Facilities Manager.

The building is inspected annually by external agencies and a Fire Risk Assessment, and Health and Safety report are produced. The Facilities Manager oversees any remedial action that may be required.

12. Safe handling and use of substances

The Facilities Manager along with the Lab technician (for Science), the Arts technician (for Creative Arts), Cabenco (Cleaning contractors) and the Catering Manager will be responsible for identifying all substances which need a COSHH assessment.

The above departments will be responsible for undertaking COSHH assessments and for ensuring that all actions identified in the assessments are implemented.

Note: the risks must be assessed from all substances hazardous to health, including cleaning materials, laboratory chemicals, paints, thinners and Varnishes etc and documented on the COSHH sheet (as below) and kept in a file in each department.

Radioactive material is stored in a lead lined cabinet in room 2.22 accessible only by the Physics team including the Radiation Protection Supervisor (RPS). The RPS and Head of physics will be responsible for undertaking the Risk Assessment with help by the contracted Radiation Protection Advisor (RPA)

Assessments will be reviewed annually.

COSHH Assessment Form

This can be used to document the hazards and controls for any hazardous substance used on our premises or provided by us for use during organised activities (e.g. Practical's).

A copy of the current safety data sheet will be required to complete this form. These can be obtained from the supplier or manufacturer.

Completed by:		**Date:**	
Product Name:			
Manufacturer / Supplier:			

SUBSTANCE DETAILS			
Location of use:			
Persons at risk:	Students ☐	Staff ☐	Visitors / Contractors ☐
Hazardous Substance(s) involved:			

Classification *(select all applicable categories)*

	☐	Very toxic		☐	Sensitising		☐ Gas under pressure
	☐	Harmful		☐	Flammable		☐ Danger to the Environment
	☐	Corrosive		☐	Explosive		☐ Oxidising

Hazard Phrases:

Physical form: *(select applicable category)*

Gas ☐ Vapour ☐ Aerosol ☐ Fume ☐ Dust ☐ Liquid ☐ Solid ☐

Route of Exposure: *(select all applicable categories)*

Inhalation ☐ Skin contact ☐ Eye contact ☐ Ingestion/swallowed ☐

What is the substance used for:	

How is the substance used:			
Frequency and duration of each use:	*e.g. 5 minutes, once per day*	**Amount used at each application:**	*e.g. 5ml; 100g*

Workplace Exposure Limits (WELs):

Long-term exposure level (8hrTWA):	Short-term exposure level (15 mins):
• **xxxxx:** xxxxx mg/m³ • <Section 8 of MSDS>	• **xxxxx:** xxxxx mg/m³ •

CONTROL MEASURES

Could a less hazardous substance be used to do the same job? *(Contact supplier if unsure)*	Yes ☐ No ☐

What controls are required for this substance, other than Personal Protective Equipment (PPE)?

(E.g. alternative form, use less, enclose the process, mechanical ventilation / extraction, restrict users, limit time)

Precautionary Statements / Safety Phrases:

<ENTER; Pxx>

<ENTER; Pxx>

Is health surveillance or monitoring required? (*If yes, state type)* Yes ☐ No ☐

Personal Protective Equipment *(State type and standard required)*

 Dust mask		 Visor	
 Respirator		 Goggles	
 Gloves		 Overalls	
 Footwear		 Other	

Any Other PPE not listed required?

OTHER ARRANGEMENTS	
First Aid Measures	
Eye contact	*<Enter measures here>*
Ingestion	*<Enter measures here>*
Inhalation	*<Enter measures here>*
Skin contact	*<Enter measures here>*
Storage	
Enter requirements, including details of other substances that this substance must not come into contact with	
Disposal of Substances & Contaminated Containers *(select applicable category)*	
Hazardous Waste ☐ General Waste ☐ Return to Supplier ☐ Other ☐ (If Other Please State):	
Emergency Considerations:	
Fire:	*<Enter measures here>*
Spillage:	*<Enter measures here>*
RISK RATING FOLLOWING CONTROL MEASURES	
High ☐ Annual Review	Medium ☐ 3 year review
Low ☐ 5 year review	