

Health and Safety Policy & Procedures Manual	
Localised School Based Procedures	
School Name:	Forest of Galtres Anglican Methodist Primary School
Principal:	Mrs Hannah Holmes
Implementation Date: <i>Inline with policy approval</i>	June 2026

Introduction

In conjunction with our Trust wide **Health and Safety Policy & Procedures Manual**, localised procedures have been established to ensure that systems and procedures reflect the school/academy setting.

The localised procedures for the school/academy setting focus on the following key areas:

- Register of Appointed Persons
- Staff Members trained as First Aiders
- Locations of First Aid Boxes
- Emergency Evacuation
- Safe use of Vehicles
- Asbestos Management

Should you have any concerns or questions relating to the localised procedure, in the first instance, please contact hello@fog.hlt.academy

Register of Appointed Persons

Below is a list of all staff members who have a role in ensuring the effective implementation of the Trust Health and Safety Policy & Procedures Manual:

Register of Appointed Persons		
Relates to item 2 within the Trust Health and Safety Policy & Procedures Manual		
Role	Appointed Person	Email Address
Principal	Mrs Hannah Holmes	h.holmes@fog.hlt.academy
Competent Person	Lee Wadsworth	l.wadsworth1@bgp.hlt.academy
Support Services Manager	None assigned	None assigned
Site Manager	Mr Lee Wadsworth	l.wadsworth1@bgp.hlt.academy

Staff Members Trained as First Aiders

Below is a list of all staff members who have been trained as a First Aider:

First Aiders		
Relates to item 11 within the Trust Health and Safety Policy & Procedures Manual		
Name	Department	Expiry Date
Emily Cryar	Classroom	07/01/2027
Nichola Lee	Classroom	07/01/2027
Sarah Martin	Classroom	07/01/2027
Steph Weller	Office	20/01/2029
Mandy O'Donnell	School Kitchen After School Club	20/01/2029
Wendy McGahan	Breakfast Club School Kitchen After School Club	20/01/2029

Below is a list of all staff members who have been trained as a Paediatric First Aider:

Paediatric First Aiders		
Relates to item 11 within the Trust Health and Safety Policy & Procedures Manual		
Name	Department	Expiry Date
Sarah Martin	Classroom	07/01/2027
Steph Weller	Office	20/01/2029
Mandy O'Donnell	School Kitchen After School Club	20/01/2029
Wendy McGahan	Breakfast Club School Kitchen After School Club	20/01/2029

First Aid Boxes

Below is a list of all staff members who have responsibility for the secure storage and use of the school/academy's First Aid Boxes:

First Aid Boxes	
Relates to item 11 within the Trust Health and Safety Policy & Procedures Manual	
Location	Responsible Staff Member
The School Office	Steph Weller
Nursery Classroom	Steph Weller
Reception Classroom	Steph Weller
Year 1/2 Classroom	Steph Weller
Year 3/4 Classroom	Steph Weller
Year 5/6 Classroom	Steph Weller
After School Club	Steph Weller
The Kitchen	Impact Food Caterers

Emergency Evacuation Assembly Points

Below is a list of assembly points for the school/academy in the event of an emergency evacuation:

Emergency Evacuation		
Relates to item 22 within the Trust Health and Safety Policy & Procedures Manual		
Tutor/Year Group	Class Tutor/Teacher	Assembly Point
Conkers / Nursery	Georgina Rothel	The back of school, on the field beyond the MUGA
Acorns	Georgina Rothel	The back of school, on the field beyond the MUGA
Hedgehogs / 1 & 2	Nichola Lee (Monday) Rebecca Rimmer (Tuesday - Friday)	The back of school, on the field beyond the MUGA
Owls / 3 & 4	Emily Cryar	The back of school, on the field beyond the MUGA
Foxes / 5 & 6	Anna Winfield	The back of school, on the field beyond the MUGA
All other Staff and Visitors		The back of school, on the field beyond the MUGA

Safe Use of Minibuses

Below is a list of all staff members who have authorised use of the school/academy's Minibus:

Staff Members Trained to Drive Minibuses		
Relates to item 37 within the Trust Health and Safety Policy & Procedures Manual		
Name of Staff Member	Role	Date MIDAS Training Completed
N/A - Forest of Galtres Anglican Methodist Primary School does not have and/or use a Minibus		

Asbestos Management

Below are details of recently undertaken asbestos management surveys in accordance with HSE guidance:

Asbestos Management Surveys		
Relates to item 33 within the Trust Health and Safety Policy & Procedures Manual		
Date	Name of Surveying Organisation (United Kingdom Accredited Service)	Signature Authorising Staff Member
21/09/2022	City of York Council - Health and Safety Service	Martin Lycett
05/01/2024	Lucion Services Ltd	Stephen Pounder