

<b>Health and Safety Policy &amp; Procedures Manual</b>	
<b>Localised School Based Procedures</b>	
<b>School Name:</b>	Forest of Galtres Anglican Methodist Primary School
<b>Principal:</b>	Mrs Hannah Holmes
<b>Implementation Date:</b> <i>Inline with policy approval</i>	April 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](mailto: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:

<b>Register of Appointed Persons</b>		
<b>Relates to item 2 within the Trust Health and Safety Policy &amp; Procedures Manual</b>		
<b>Role</b>	<b>Appointed Person</b>	<b>Email Address</b>
Health and Safety Link Governor (where applicable)	-	-
Principal	Mrs Hannah Holmes	headteacher@fog.hlt.academy
Competent Person	Mrs Rachael McNair	r.mcnaair@mce.hlt.academy
Support Services Manager	Mrs Rachael McNair	r.mcnaair@mce.hlt.academy

Site Manager	Mr Lee Wadsworth	l.wadsworth@mce.hlt.academy
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### 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 Brown	Please complete	04/09/2026
Emily Cryar	Please complete	07/01/2027
Emma Dransfield	Please complete	07/01/2027
Stacey Louise Gray	Please complete	04/09/2026
Hannah Holmes	Please complete	04/09/2026
Many Hulott	Please complete	04/09/2026
Nichola Lee	Please complete	07/01/2027
Sarah Martin	Please complete	07/01/2027
Rebecca Rimmer	Please complete	04/09/2026
Georgina Rothel	Please complete	04/09/2026

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
Emily Brown	Please complete	04/09/2026
Emma Dransfield	Please complete	07/01/2027
Stacey Louise Gray	Please complete	04/09/2026
Hannah Holmes	Please complete	04/09/2026
Mandy Hulott	Please complete	04/09/2026

Sarah Martin	Please complete	07/01/2027
Wendy McGahan	Please complete	20/01/2029
Mandy O'Donnell	Please complete	20/01/2029
Rebecca Rimmer	Please complete	04/09/2026
Georgina Rothel	Please complete	04/09/2026
Georgina Thompson	Please complete	04/12/2028
Stephanie Weller	Please complete	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
Owls Classroom	Rachael McNair
Squirrels Classroom / Wrap-around care	Rachael McNair
Foxes Classroom	Rachael McNair
Hedgehogs Classroom	Rachael McNair
Acorns Classroom	Rachael McNair
Conkers Classroom	Rachael McNair

### 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	Please complete	The back of school, on the field beyond the MUGA
Acorns	Please complete	The back of school, on the field beyond the MUGA

Hedgehogs / 1 & 2	Please complete	The back of school, on the field beyond the MUGA
Owls / 3 & 4	Please complete	The back of school, on the field beyond the MUGA
Foxes / 5 & 6	Please complete	The back of school, on the field beyond the MUGA
<b>All other Staff and Visitors</b>		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:

<b>Staff Members Trained to Drive Minibuses</b>		
<b>Relates to item 37 within the Trust Health and Safety Policy &amp; Procedures Manual</b>		
<b>Name of Staff Member</b>	<b>Role</b>	<b>Date MIDAS Training Completed</b>
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:

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