

Health and Safety Policy & Procedures Manual	
Localised School Based Procedures	
School Name:	Newland St. John's Church of England Academy
Principal:	Lisa Brett
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@nsj.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
Health and Safety Link Governor (where applicable)	N/A	N/A
Principal	Lisa Brett	l.brett@nsj.hlt.academy
Competent Person	Lisa Brett	l.brett@nsj.hslt.academy
Site Manager	Juliet Banks	j.banks@nsj.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
Jade Astley	Lunch Time Supervisor	26/02/2029
Sarah Briggs	Upper Key Stage 2	21/05/2028
Karen Brooks	Lower Key Stage 2	14/08/2027
Laura Brownlee	Lunchtime Supervisor	03/12/2028
Michelle Chaytor	Lunchtime Supervisor	13/11/2028
Emma Cockerline	Early Years	23/09/2028
Janis Finnerty	Lower Key stage 2/ The Nook	09/10/2028
Lisa Foster	Medical Room	19/01/2029
Amanda Foster	Early Years	06/08/2029
Connie Havercroft	Medical Room/ Office	17/11/2026
Jennifer Hughes	Lunchtime Supervisor/ Breakfast Club	09/10/2028
Neil Kenningham	KS1 Squirrels	24/03/2028
Annabel Knaggs	KS2 Foxes	08/05/2028
Michelle Mears	Lunchtime Supervisor/ Breakfast Club	03/12/2028
Wendy Palmer	Medical Room/ Office	03/12/2027
Joanne Storr	Lower Key stage 2/ The Nook	19/01/2029

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
Office	Connie Havercroft
Medical Room	Wendy Palmer/ Annie Williams

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		
Year Group	Teacher	Assembly Point
Reception	Mrs Foster	Playground - Assembly Point FS
Year 1	Mrs Marszalek/ Mrs Guzel	Playground- Assembly Point 1
Year 2	Mr Kenningham/ Mrs Spencer	Playground- Assembly Point 2
Year 3	Mr Lewis	Playground- Assembly Point 3
Year 4	Mr Rouse/ Mrs Marszalek	Playground- Assembly Point 4
Year 5	Mrs Briggs	Playground- Assembly Point 5
Year 6	Miss Rack	Playground- Assembly Point 6
Nursery	Mr. Eaves	Nursery leave via their fire door and meet on playground at assembly point N
Kitchen	N/A	Kitchen staff exit via the back door of the kitchen and wait at the main front gate of the school premises
All other Staff	Front desk of main office + Principal / SENDCo office to exit via the front entrance	
	Rear desk in main office to exit via rear door, conducting a sweep of the Key Stage 2 area, toilets and Library on the way out	

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 - Newland St. John's Church of England Academy does not have 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
06/02/2019	Tested by East Riding Laboratories LTD	Mrs S Hart, Managing Director
01/11/2023	Lucien Group	Juliet Banks