

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>	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@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
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	Please complete	26/02/2029
Sarah Briggs	Please complete	21/05/2028
Laura Brownlee	Please complete	03/12/2028
Michelle Chaytor	Please complete	13/11/2028
Emma Cockerline	Please complete	23/09/2028
Janis Finnerty	Please complete	09/10/2028
Lisa Foster	Medical Room	19/01/2029
Jennifer Hughes	Please complete	09/10/2028
Neil Kenningham	KS1 Squirrels	24/03/2028
Susan Kirk	KS2 Foxes	21/03/2028
Michelle Mears	Please complete	03/12/2028
Wendy Palmer	Please complete	03/12/2027
Ellie Porter	Please complete	13/11/2028
Joanne Storr	Please complete	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

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	Please complete	Playground [Holding class sign]
Year 1	Please complete	Playground [Holding class sign]
Year 2	Please complete	Playground [Holding class sign]
Year 3 - Rabbits	Please complete	Playground [Holding class sign]
Year 4 - Foxes	Please complete	Playground [Holding class sign]
Year 5 - Owls	Please complete	Playground [Holding class sign]
Year 5 - Deer	Please complete	Exit down the stairs and to the Playground [Holding class sign]
Year 6 - Otters	Please complete	Exit down the stairs and to the Playground [Holding class sign]
Nursery	Please complete	Nursery leave via their fire door and meet on Playground
Kitchen	Please complete	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
6/02/2019	Tested by East Riding Laboratories LTD	Mrs S Hart, Managing Director
Please complete	Please complete	Please complete
Please complete	Please complete	Please complete
Please complete	Please complete	Please complete