

Health and Safety Policy & Procedures Manual	
Localised School Based Procedures	
School Name:	Poppleton Ousebank Primary School
Principal:	Linda Collier
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@pop.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)	Dave Card	d.card@pop.hlt.acdemy
Principal	Linda Collier	l.collier@pop.hlt.academy
Competent Person	Ross Darvill	r.darvill@pop.hlt.academy
Site Manager	Ross Darvill	r.darvill@pop.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
Alannah Cooper	KS2	23/09/2028
Carolyn Dawson	MSA	26/08/2028
Caroline Dixon	MSA	26/08/2028
Holly Fox	TA Lower KS2	26/08/2028
Robert Shaw	TA Early Years	26/08/2028
Phillippa Watson	TA KS2	30/06/2027

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
Nichola Egan	MSA	18/11/2028
Elizabeth Eleftheriou	HLTA Early Years	28/09/2028
Kerry Forbes	TA Early Years	07/01/2027
Alison Hume	TA KS1	21/09/2028
Melanie Simpkin	Please complete	21/09/2028

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
Nursery	Liz Elethriou
First Aid Room	Nicky Egan

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		
Class	Teacher	Assembly Point
Nursery	Fiona Thompson/Lucy Pavlou	KS1 Playground
Reception Foss	Karl Holden/Lucy Pavlou	KS1 Playground
Reception Ouse	Pip Goodwill/Lucy Pavlou	KS1 Playground
Thames	Laura Lister/Becky Evans	KS1 Wall
Tyne	Amber Bannon	KS1 Wall
Aire	Becky Grainger/Danni Crump	KS1 Wall
Avon	Roxy Kauser/Andy Langhammer	KS1 Wall
Rhine	Michelle Selley	Upper Play Area
Rhone	Louise Currie	Upper Play Area
Douro	Naomi Richardson	Football Yard
Danube	Tim Jones	Football Yard
Mississippi	Tom Maskell	Upper Play Area
Mekong	Lyndsey Taylor	Upper Play Area
Niagra	Felicity Colman	Upper Play Area
Nile	Eliza Bates	Upper Play Area
All other Staff, Visitors and POPSOC		Bike Shed

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 - Poppleton Ousebank Primary School does not have or use a Trust owned/leased 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
2 Nov 2023	ETON	Ross Darvill