

| Health and Safety Policy & Procedures Manual | |
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| Localised School Based Procedures | |
| School Name: | Poppleton Ousebank Primary School |
| Principal: | Linda Collier |
| 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@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 |
| Principal | Linda Collier | l.collier@pop.hlt.academy |
| Competent Person | Please complete | Please complete |
| Support Services Manager | Please complete | Please complete |
| 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 |
| Sophie Clough | Please complete | 26/08/2028 |
| Holly Comb | Please complete | 26/08/2028 |
| Alannah Cooper | Please complete | 23/09/2028 |
| Carolyn Dawson | Please complete | 26/08/2028 |
| Caroline Dixon | Please complete | 26/08/2028 |
| Nichola Egan | Please complete | 23/09/2028 |
| Holly Fox | Please complete | 26/08/2028 |
| Lee Johnstone | Please complete | 26/08/2028 |
| Alison Morley | Please complete | 26/08/2028 |
| Robert Shaw | Please complete | 26/08/2028 |
| Phillippa Watson | Please complete | 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 |
| Anh Armstrong | Please complete | 07/01/2027 |
| Nichola Egan | Please complete | 18/11/2028 |
| Elizabeth Eleftheriou | Please complete | 28/09/2028 |
| Kerry Forbes | Please complete | 07/01/2027 |
| Lydia Goodall | Please complete | 21/09/2028 |
| Rachel Hirst | Please complete | 18/11/2028 |

| | | |
|-----------------|-----------------|------------|
| Alison Hume | Please complete | 21/09/2028 |
| Faye Richardson | Please complete | 21/09/2028 |
| Robert Shaw | Please complete | 18/11/2028 |
| 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 | Please complete |
| First Aid Room | Please complete |

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 |
| Please complete | Please complete | Please complete |
| Please complete | Please complete | Please complete |
| Please complete | Please complete | Please complete |
| Please complete | Please complete | Please complete |
| Please complete | Please complete | Please complete |
| Please complete | Please complete | Please complete |
| Please complete | Please complete | Please complete |
| Please complete | Please complete | Please complete |
| Please complete | Please complete | Please complete |

| | |
|--------------------------------------|-----------|
| 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 |
| 22/11/2023 | ETON | Julie McGregor |
| Please complete | Please complete | Please complete |
| Please complete | Please complete | Please complete |
| Please complete | Please complete | Please complete |