

Health and Safety Policy & Procedures Manual	
Localised School Based Procedures	
School Name:	St. James' Church of England Academy
Principal:	Julia Strickland
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@stj.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)	None assigned	N/A
Principal	Julia Strickland	j.strickland@stj.hlt.academy
Competent Person	Karen Forrester	k.forrester@hlt.academy
Support Services Manager	Paul Garton	p.garton@hlt.academy
Site Manager	Ray Strickland	r.strickland@stj.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
Karla Allison	TA	05/02/2028
Kerry Brown	Foundation Stage	23/01/2028
Amanda Drury	Emotional Wellbeing Lead/TA/Foundation Lunch	15/03/2027
Sharon Gardiner	TA/Lunchtime Supervisor	06/05/2028
Michael Jowett	Y6 Teacher	13/06/2029
Karen Ledger	TA/Lunchtime Supervisor	16/03/2029
Abbie Richardson-Hines	TA/Lunchtime Supervisor	20/04/2029
Jamie Wigley	Foundation Stage	20/06/2029
Becki Allen	Office	04/11/2028
Melissa Hebblethwaite	Foundation Stage	26/02/2029
Jane McCloud	HLTA	15/05/2028
Sarah Emerson	TA/Lunchtime Supervisor	21/11/2027
Michelle Young	TA/Lunchtime Supervisor	19/11/2029

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
Classrooms	Sharon Gardiner
Medical Room/Reception Office	Sharon Gardiner
Lunchtime First Aid Station	Sharon Gardiner

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
EYFS/Y1/Y2	All EYFS & KS1 Staff	Fire Drill - KS1 playground
Y3/Y4/Y5/Y6	All KS2 Staff	Fire Drill - KS2 Playground
All other Staff		Car Park

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
Julia Strickland	Principal	04/11/2025
Michael Jowett	Y6 Teacher	04/11/2025
Amanda Drury	Emotional Wellbeing Worker	04/11/2025
Karen Ledger	TA	04/11/2025

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
29/05/2023	Grade 3 Ltd	Julia Strickland