

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>	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@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
Principal	Julia Strickland	j.strickland@stj.hlt.academy
Competent Person	Please complete	Please complete
Support Services Manager	Please complete	Please complete
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
Rebecca Allen	Please complete	04/11/2028
Karla Allison	Please complete	05/02/2028
Kerry Brown	Please complete	23/01/2028
Milly Calvert	Please complete	11/10/2026
Amanda Drury	Please complete	15/03/2027
Sarah Emmerson	Please complete	21/11/2027
Sharon Gardiner	Please complete	06/05/2028
Melissa Hebblethwaite	Please complete	26/02/2029
Karen Ledger	Please complete	16/03/2029
Jane McCloud	Please complete	15/05/2028
Samantha Saltmer	Please complete	31/08/2027
Michelle Young	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
Classrooms	Sharon Gardiner
Medical Room	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
N/A - St. James' Church of England Academy does not have and/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
29/05/2023	Grade 3 Ltd	Julia Strickland
Please complete	Please complete	Please complete
Please complete	Please complete	Please complete
Please complete	Please complete	Please complete