

Health and Safety Policy & Procedures Manual	
Localised School Based Procedures	
School Name:	Skelton Primary School
Principal:	Corinne Naylor
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@ske.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	Corinne Naylor	c.naylor1@ske.hlt.academy
Competent Person	Lee Wadsworth	l.wadsworth1@bgp.hlt.academy
Site Manager	Lee Wadsworth	l.wadsworth1@bgp.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
Georgina Wilson	EYFS/KS1/KS2	02/09/2027
Claire Teasdale	KS1	16/12/2027

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
Emily Brown	Breakfast Club	01/09/2027
Dawn Chaplin	School Office	08/12/2028
Nichola Ann Crump	EYFS	02/09/2027
Laura Gaskell	KS1/KS2	27/03/2028
Sophie Heald	EYFS	23/04/2028
Rosie Hunter	EYFS	23/04/2028
Nichola Lomax	After-school club	07/01/2027
Sharron Marshall	EYFS	08/12/2028
Sarah Winskill	KS1/KS2	07/01/2027
Liam Barker	KS2	08/12/2028
Denise Shephard	After-school club	09/11/2028
Gemma Winship	MSA	26/11/2028

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
Outside school office	Dawn Chaplin
After School Club	Dawn Chaplin
EYFS	Dawn Chaplin
Main Hall	Dawn Chaplin
Corridor outside Owls (bumbag)	Dawn Chaplin

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
Ducklings	Sophie Heald	At the fence on the field boundary to the south of school
Robins	Nichola Ann Crump/ Rosie Hunter	At the fence on the field boundary to the south of school
Woodpeckers	Claire Teasdale/Helena Fry/ Gill Lunn	At the fence on the field boundary to the south of school
Owls	Honor Reed	At the fence on the field boundary to the south of school
Kingfishers	Liam Barker	At the fence on the field boundary to the south of school
All other Staff		At the fence on the field boundary to the south of school

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 - Skelton Primary School 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
14/11/2023	Lucion Services	Brendan Wardle