

<b>Health and Safety Policy &amp; Procedures Manual</b>	
<b>Localised School Based Procedures</b>	
<b>School Name:</b>	Skelton Primary School
<b>Principal:</b>	Corinne Naylor
<b>Implementation Date:</b> <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@ske.hlt.academy](mailto: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:

<b>Register of Appointed Persons</b>		
<b>Relates to item 2 within the Trust Health and Safety Policy &amp; Procedures Manual</b>		
<b>Role</b>	<b>Appointed Person</b>	<b>Email Address</b>
Principal	Corinne Naylor	c.naylor1@ske.hlt.academy
Competent Person	Stacey Stump	s.stump@voy.hlt.academy
Support Services Manager	Stacey Stump	s.stump@voy.hlt.academy
Site Manager	Tommy Ashes	t.ashes@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
Tom Maskell	Please complete	30/06/2028
Georgina Wilson	Please complete	02/09/2027
Claire Teasdale	Please complete	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	Please complete	01/09/2027
Dawn Chaplin	Please complete	08/12/2028
Nichola Ann Crump	Please complete	02/09/2027
Laura Gaskell	Please complete	27/03/2028
Sophie Heald	Please complete	23/04/2028
Rosie Hunter	Please complete	23/04/2028
Nichola Lomax	Please complete	07/01/2027
Sharron Marshall	Please complete	08/12/2028
Sarah Winskill	Please complete	07/01/2027
Liam Barker	Please complete	08/12/2028
Denise Shephard	Please complete	09/11/2028
Gemma Winship	Please complete	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	Seetha Colbert
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	Please complete	At the fence on the field boundary to the south of school
Robins	Please complete	At the fence on the field boundary to the south of school
Woodpeckers	Please complete	At the fence on the field boundary to the south of school
Owls	Please complete	At the fence on the field boundary to the south of school
Kingfishers	Please complete	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:

<b>Asbestos Management Surveys</b>		
<b>Relates to item 33 within the Trust Health and Safety Policy &amp; Procedures Manual</b>		
<b>Date</b>	<b>Name of Surveying Organisation (United Kingdom Accredited Service)</b>	<b>Signature Authorising Staff Member</b>
14/11/2023	Lucion Services	Brendan Wardle
Please complete	Please complete	Please complete
Please complete	Please complete	Please complete
Please complete	Please complete	Please complete