

Health and Safety Policy & Procedures Manual	
Localised School Based Procedures	
School Name:	Burton Green Primary School
Principal:	Ash McGann
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@bgp.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)	N/A	N/A
Principal	Ash McGann	headteacher@bgp.hlt.academy
Competent Person	Please complete	Please complete
Support Services Manager	Please complete	Please complete

Site Manager	Please complete	Please complete
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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
Louise Foster	Please complete	13/10/2028
Kerry Gornall	Please complete	23/10/2026
Kirsty Green	Please complete	20/11/2026
Neale Homes	Please complete	04/09/2026
Katie Innes	Please complete	13/10/2028
Caroline Rafferty	Please complete	04/09/2026
Vicky Scott	Please complete	20/11/2026
Tracy Suter	Please complete	02/09/2027
Sarah Warriner	Please complete	02/09/2027
Vicki Whittaker	Please complete	13/10/2028
Charlotte Yandell	Please complete	30/06/2026

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
Early Years	Please complete
KS1	Please complete
KS2	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		
Tutor/Year Group	Class Tutor/Teacher	Assembly Point
All KS1 KS2	All KS1 & 2	KS2 Playground
All early years	All EY staff	Front allotment garden
All other Staff		Front allotment garden

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 Refresher Due
Neale Holmes	Specialist Instructor	02/05/2029

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
June 2022	City of York Council	Martin Lycett
January 2024	Lucion Services	Brendan Wardle
Please complete	Please complete	Please complete
Please complete	Please complete	Please complete