

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>	September 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	a.mcgann@bgp.hlt.academy
Competent Person	Lee Wadsworth	l.wadsworth@bgp.hlt.academy
Support Services Manager	Tommy Ashes	t.ashes@hlt.academy
Site Manager	Lee Wadsworth	l.wadsworth@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
Bethany Dobson	School Office	02/09/2029
Louise Foster	School Hall	13/10/2028
Kerry Gornall	Early Years	23/10/2026
Kirsty Green	Across School	20/11/2026
Neale Homes	Across School	04/09/2026
Katie Innes	School Hall	13/10/2028
Caroline Rafferty	After School Club	03/08/2029
Vicky Scott	KS1	20/11/2026
Tracy Suter	Across School	02/09/2027
Sarah Warriner	Nursery	02/09/2027
Vicki Whittaker	Nursery	13/10/2028
Charlotte Yandell	Tiny Toadstools	02/09/2029

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
Early Years	Bethany Dobson/Yvonne French
KS1	Bethany Dobson/Yvonne French
KS2	Bethany Dobson/Yvonne French

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