

Health and Safety Policy & Procedures Manual	
Localised School Based Procedures	
School Name:	George Pindar School
Principal:	Jonny Willis
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@gps.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)	-	-
Principal	Jonny Willis	j.willis@gps.hlt.academy
Competent Person	Mark Ward	m.ward@gps.hlt.academy
Support Services Manager	Mark Ward	m.ward@gps.hlt.academy

Site Manager	Please complete	Please complete
--------------	-----------------	-----------------

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
Daniel Adams	Science	07/01/2028
Helen Davies	Admin Office	06/01/2028
Natalie Hamilton	Childcare	06/01/2028
Mandy McLachlan	TA	07/01/2028
Patricia O'Neill	Admin Office	07/11/2026
Lauren Simpson	PE	07/01/2028
Elliot Traves	PE	06/01/2028
Aaron Virr	ICT	06/01/2028

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
Main Office	Patricia O'Neil
Medical Room	Patricia O'Neil
PE Department Office	Eliot Traves / Lauren Simpson
DT Office	Ian Murray
Science Prep Room	Daniel Adams
Minibus	Site Team

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
Year 7	Y7 team	3G Pitch
Year 8	Y8 team	3G Pitch
Year 9	Y9 team	3G Pitch
Year 10	Y10 team	3G Pitch
Year 11	Y11 team	3G Pitch
ARC Pupils / Staff	Lisa Marie Whalen	ARC Play Area
All other Staff		3G Pitch

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
Helen Davies	School administrator	14/09/2029
Emma Emmerson	Technician	17/04/2027
Rachel Fuhrer	Advanced Teaching Assistant	14/09/2029
Claire Matson	Learning Resource Centre Manager	22/05/2028
Lauren Simpson	Teacher / Midday Supervisor	17/04/2027
Elliot Traves	Teacher / Midday Supervisor	19/10/2026
Sophie Trotter	Alternative Provision Tutor	11/09/2027
Aaron Virr	Teacher	14/09/2029
Mark Ward	Support Services Manager	11/09/2027

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
16/11/2023	Lucien Services Ltd	Mark Ward
Please complete	Please complete	Please complete
Please complete	Please complete	Please complete