

Health and Safety Policy & Procedures Manual	
Localised School Based Procedures	
School Name:	Barlby High School
Principal:	Mrs Anouska Gardner
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@bhs.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	Anouska Gardner	a.gardner2@bhs.hlt.academy
Competent Person	Warren Carrington	w.carrington@bhs.hlt.academy
Support Services Manager	Warren Carrington	w.carrington@bhs.hlt.academy
Site Manager	Ian (Alf) Cockrill	i.cockrill@bhs.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
Karen Bramhill	Admin	19/10/2026
Enid Bramley	Fresh Start	28/01/2027
Warren Carrington	Admin	30/06/2028
Alison Lister	Librarian	20/04/2029
Anna Williams	TMP	29/09/2028
Kerry Rafton	PE Dept	19/10/2026
Karen Tomlinson	Reception	19/10/2026
Jon Welburn	Science Dept	27/02/2029
Paula Dudley	Admin	29/09/2029
Rhiannon Wilkinson	TMP	04/01/2027
Tom Joyce	PE Dept	24/04/2029
Chloe Magregor	Pastoral	19/08/2026
Rebecca Storm	TA	06/12/2027
Emma Sowerby	Attendance	01/09/2026
Felicity Sanderson	Maths Dept	01/10/2029

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
Reception	Karen Tomlinson
Sports Hall	Tom Joyce
Minibus	Warren Carrington
DT Office	Mandy Hewick
Science Prep Room	Jon Welburn

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	Responsible Person	Assembly Point
7bSBE	Mr Benstead (Monday Mrs Barry)	1
7cLTA	Mrs Taylor	2
7oLSE	Mrs Sergeant/Miss Willis	3
8bDTA	Mr Taylor	5
8cFBA	Miss Barkley	6
8oMHA	Miss Hardcastle	7
9bFSA	Mrs Sanderson	9
9cCHO	Miss Horsley (Friday Mrs Barry)	10
9oDMA	Mrs Marshall	11
10bKRA	Mrs Rafton (Monday Mr Rinaldi)	13
10cSOS	Mrs Osborne	14
10oAMI	Mrs Milne	15
11bLFI	Mrs Fillingham	17
11cLKI	Mr Killen	18
11oTJO	Mr Joyce	19
All other Staff, Visitors and Contractors	Warren Carrington	25

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
Richard Anderson	Assistant Vice Principal	27/03/30
Warren Carrington	Support Services Manager	27/03/30
Iain Cockrill	Site Manager	28/02/28
Tom Joyce	Teacher	27/03/30
Darren Taylor	Teacher	28/02/28

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
04/04/2024	Lucion Services Ltd (full site survey)	Mr Brendan Wardle