

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>	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@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)	-	-
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
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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
Karen Bramhill	Please complete	18/10/2026
Enid Bramley	Please complete	27/01/2027
Warren Carrington	Please complete	30/06/2028
Paula Dudley	Please complete	22/11/2026
Chloe MacGregor	Please complete	18/08/2026
Kerry Rafton	Please complete	18/10/2026
Emily Robinson	Please complete	03/01/2027
Karen Tomlinson	Reception	18/10/2026
Rhiannon Wilkinson	Please complete	03/01/2027

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	Please complete
Minibus	Warren Carrington
DT Office	Please complete
Science Prep Room	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	Responsible Person	Assembly Point
7iDTA	Darren Taylor	1
7tMHA	Megan Hardcastle	2
7vFBA	Fiona Barkley	3
8iFSA	Felicity Sanderson	5
8tDMA	Debbie Marshall	6
8vCHO	Simon Rinaldi	7
9aAMI	Ang Milne	9
9iKRA	Kerry Rafton	10
9iSOS	Sarah Osbourne	11
10aSHE	Sarah Henderson	13
10iASE	Alistair Sellman	14
10tSWI	Sam Willis	15
10vSBE	Simon Benstead	16
11aLFI	Louise Fillingham	18
11iCMC	Clancy McMullan	19
11tCPO	Cath Poulton	20
11vMAR	Mark Arbon	21
All other Staff, Visitors and Contractors	Warren Carrington	23

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	14/11/2026
Warren Carrington	Support Services Manager	14/11/2026
Iain Cockrill	Site Manager	28/02/2028
Kerry Rafton	Teacher	14/11/2026
David Sladen	Teacher	14/11/2026
Darren Taylor	Teacher	28//02/2028

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
Please complete	Please complete	Please complete
Please complete	Please complete	Please complete