

Health and Safety Policy & Procedures Manual	
Localised School Based Procedures	
School Name:	Aspire Academy
Principal:	Laura Stanforth
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@asp.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	Laura Stanforth	l.stanforth@asp.hlt.academy
Competent Person	Paul Garton	p.garton@hlt.academy
Site Manager	James Sloan	j.sloan@asp.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
Becca Baker	SLO	19/12/2028
Deborah Benstead	Teacher	01/06/2027
Kay Brodie	Teacher	19/12/2028
Lee Cawood	Teacher	01/06/2027
Georgina Griffin	Teacher	01/06/2027
Laura Lancaster	Tutor	19/12/2028
Jonathan McKenzie	KS4 Lead	11/12/2027
Bernadette Newton	Teacher	01/06/2027
Rebecca O'Brian	Teacher	19/12/2028
Kelly Riby	ELSA intervention	19/12/2028
Shaunie Robinson	Tutor	19/12/2028
Steffi Jay Sawyers	Attendance team	01/06/2027
David Shipp	Vocation (MVE) Multi	19/12/2028
Rebecca Shipp	Asst Senco	11/12/2027
Paul Smith	Site Team	19/12/2028
Daniel Stead	Please complete	19/12/2028
Kerry Wilson	Teacher	01/06/2027

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
SLO Office	Jonathan Mckenzie
H&B Salon Mainsite	Kelly Riby
Site Manager Office	Paul Smith
Construction	Debbie Benstead
Catering	David Shipp
School Kitchen	Steffi Sawyers
Attendance Office	Steffi Sawyers
Revive Office	Georgina Griffin
All Trust owned/leased vehicles are stocked with first aid boxes and fire extinguishers	

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
7W	Nik McLaughlin	R1 M16
8W	Kyle Beck	R2 M16
9A	Kirsty Melton	M1
9B	Shaunie Robinson	M2
10A	Leanne Clark	M3
10B	Ellisha Shepherdson	M4
10C	Roxanne Barker	M5
10W	Laura Frederick	R3 M16
10H	Amy Green	R4 M15
10M	Katie Selby	M6
11A	Emma Drummond	M7
11B	Danielle Hellwig	M8
11C	Laura Hetherington	M9
11D	Laura Lancaster	M10
11S	Louis Dobbs	M11
11H	Libby Ware	R4 M15
EP	Jenny Ledger	M14
All other Staff	With corresponding groups	
Visitors and Admin	Front Muster Point (near entrance)	

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 Renewal Due
William Charlton	Teacher	18/07/2028
Laura Frederick	Alternative Provision Tutor	18/07/2028
Steven Jackson	Driver	17/07/2028
Jonathan McKenzie	Teacher / Head of KS4	17/07/2028
David Shipp	Teacher	18/07/2028
Nathan White	Teaching Assistant / SLO	17/07/2028

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
April 2023	Grade 3	James Sloan