

Health and Safety Policy & Procedures Manual	
Localised School Based Procedures	
School Name:	Aspire Academy
Principal:	Stacey Ward
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@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	Stacey Ward	s.ward@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
Deborah Benstead	Please complete	01/06/2027
Kay Brodie	Please complete	19/12/2028
Lee Cawood	Please complete	01/06/2027
Fiona Elliott	Please complete	01/06/2027
Luke Flanagan	Please complete	19/12/2028
David Fletcher	Please complete	30/05/2027
Georgina Griffin	Please complete	01/06/2027
Jonathan Haggar	Please complete	19/12/2028
Laura Lancaster	Intervention Multi	19/12/2028
Jonathan McKenzie	Please complete	11/12/2027
Bernadette Newton	Please complete	01/06/2027
Jess Obasi	Please complete	19/12/2028
Kelly Riby	Pastoral (EP) Loft	19/12/2028
Shaunie Robinson	Please complete	19/12/2028
Steffi Jay Sawyers	Please complete	01/06/2027
David Shipp	Vocation (MVE) Multi	19/12/2028
Rebecca Shipp	Please complete	11/12/2027
Paul Smith	Please complete	19/12/2028
Daniel Stead	Please complete	19/12/2028
Kerry Wilson	Please complete	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 (MBU / JMC) - First Aid Room	Please complete
Hair & Beauty Salon	Please complete
Site Manager Office	Please complete
Construction	Please complete
Catering Classroom	Please complete
School Kitchen	Please complete
Loft MVE Workshop	Please complete
Loft Office	Please complete
Revive Office	Please complete
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
8A	Please complete	1
9A	Please complete	2
9B	Please complete	3
9W	Please complete	4
10A	Please complete	5
10B	Please complete	6

10C	Please complete	7
10W	Please complete	8
11A	Please complete	9
11B	Please complete	10
11C	Please complete	11
11W	Please complete	12
Revive	Please complete	13
EP	Please complete	14
All other Staff		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
Luke Flanagan	Teacher / Building Lead ASSC	18/07/2028
David Fletcher	Teacher	17/07/2028
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
David Thomas	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
Please complete	Please complete	Please complete
Please complete	Please complete	Please complete