

Health and Safety Policy & Procedures Manual	
Localised School Based Procedures	
School Name:	Manor Church of England Academy
Principal:	Mr Jordan Cairns
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@mce.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
Principal	Mr Jordan Cairns	j.cairns2@mce.hlt.academy
Competent Person	Mrs Carol Rowbotham	c.rowbotham@mce.hlt.academy
Support Services Manager	Mrs Carol Rowbotham	c.rowbotham@mce.hlt.academy
Site Manager	Mr Joey George	j.george@mce.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
Alfred Martin	CCF	February 2028
Eliza Stronikowska	Cleaner	September 2029
Howard Landon	DT	June 2028
Joey George	Facilities	September 2029
Amanda Arslan	General Office	September 2029
Becky Storey	General Office	September 2029
Jo Gibson	General Office	September 2029
Hollie Armitage	General Office	January 2029
Abi Clarke	Geography	June 2028
Cara Turner	Geography	February 2028
Kane Brierley	Geography	February 2028
Dan Stimpson	History	February 2028
Sarah Talbot	Kitchen	February 2028
Monica O'Neill	LRC	February 2028
Duncan Fraser	Maths	March 2027
Stephen Sutherland	Maths	March 2027
Vicki Moore	MSA	September 2029
Laura Sheffield	MSA	September 2029
Jade Eaton	Pastoral	November 2026
Nicola Davies	Pastoral	June 2028
Nick Turnbull	PE	June 2028

Sarah Crabtree	PE	June 2028
Mark Willoughby	PE	June 2028
Carlena Houldsworth	PE	June 2028
Pat Tasker	PE	March 2028
Kate Taylor	Repro / MSA	September 2029
Lyndsey Snow	Science	September 2029
Alison Walton	Science	February 2028
Charlotte Parsley	Science	June 2028
Sue Metcalfe	SLT	February 2028
Carol Rowbotham	Support services	September 2029
Jill Hewitt	TA	January 2030
Hannah Reynolds	TA	June 2028
Alfred Martin	CCF	February 2028
Eliza Stronikowska	Cleaner	September 2029
Howard Landon	DT	June 2028
Joey George	Facilities	September 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		
Responsible Staff Member	Mrs Carol Rowbotham	
Location		
Maths Workroom	Hive - Rehearsal Studio	General Office
Science Workroom	H5 x 2	Science Prep Room
English Workroom	H2 x 2	PE
Humanities Workroom	H1	LRC
MFL Workroom	H3	Pastoral Hub x 2
DT Workroom	H4	Hub x 2

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					
Year Group	YEAR 7	YEAR 8	YEAR 9	YEAR 10	YEAR 11
Assembly Point	Tennis Courts		Astro Turf		
Form	7JBR	8HDW	9RR	10CP	11MSL
	7KH	8CW	9EC	10AT	11MW
	7DST	8TF	9SLC	10RG	11AME
	7FB	8HF	9JF	10SPS	11BT
	7MDF	8RS	9LT	10RW	11AB
	7HJ	8AC	9TD	10CF	11LAH
	7EG	8HL	9VB	10CT	11CH
	7CR	8PT	9LC	10SJ	11AI
LM	Nicola Davies	Kate Mitchell	Jade Eaton	Amanda Debenham	Millie Beardsworth
DoL / SLT	TC	GR	AO	PM	AHI
Radio Liaison	Becky Storey		Jordan Cairns		
All other staff, contractors and visitors, to assemble on the playground.					

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
N/A	N/A	N/A

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
N/A - Having been built in 2009, there is no asbestos at Manor CE Academy.		