

| 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> | 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@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 Rachael McNair | r.mcnaair@mce.hlt.academy |
| Support Services Manager | Mrs Rachael McNair | r.mcnaair@mce.hlt.academy |
| Site Manager | Mr Lee Wadsworth | l.wadsworth@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 |
| Kane Brierley | Geography | 05/02/2028 |
| Rachael Harrower | PE / Pastoral | 05/02/2028 |
| Alfie Martin | CCF | 05/02/2028 |
| Sue Metcalfe | SLT | 05/02/2028 |
| Cara Turner | Geography | 05/02/2028 |
| Lee Wadsworth | Facilities | 23/11/2026 |
| Alison Walton | Science | 05/02/2025 |

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 |
| Maths Workroom | Please complete |
| Science Workroom | Please complete |
| English Workroom | Please complete |
| Humanities Workroom | Please complete |
| MFL Workroom | Please complete |
| PE | Please complete |
| DT Workroom | Please complete |
| Pastoral | Please complete |
| Science Prep Room | Please complete |

| | |
|-------------------------|-----------------|
| LRC | Please complete |
| Hive - Rehearsal Studio | Please complete |
| General Office | Please complete |
| H5 x 2 | Please complete |
| H2 x 2 | Please complete |
| H1 | Please complete |
| H3 | Please complete |
| H4 | Please complete |
| Hub x 2 | 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 | | | | | |
| Year Group | YEAR 7 | YEAR 8 | YEAR 9 | YEAR 10 | YEAR 11 |
| Assembly Point | Tennis Courts | | Astro Turf | | |
| Form | 7EC | 8CF | 9AI | 10CR | 11AC |
| | 7JF | 8CP | 9AME | 10EG | 11CW |
| | 7LC | 8CT | 9BT | 10FG | 11HL |
| | 7LT | 8ER | 9EO | 10GM | 11LAH |
| | 7RR | 8MJ | 9JST | 10HJ | 11PT |
| | 7RWA | 8RW | 9KB | 10JB | 11RS |
| | 7SLC | 8SJ | 9MS | 10MDF | 11TD |
| | 7VB | 8SPS | 9SMI | 10MEW | 11TF |
| HoY | Please complete | Please complete | Please complete | Please complete | Please complete |
| DoL / SLT | Please complete | Please complete | Please complete | Please complete | Please complete |
| Radio Liaison | Please complete | | 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. | | |