

Health and Safety Policy & Procedures Manual	
Localised School Based Procedures	
School Name:	Compass Academy
Principal:	Claire Horne
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@com.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)	None assigned	N/A
Principal	Claire Horne	c.horne@com.hlt.academy
Competent Person	Jamie Poole	j.poole@com.hlt.academy
Support Services Manager	Donna Murray	d.murray@com.hlt.academy
Site Manager	Jamie Poole	j.poole@com.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
Ben Holdstock	Safeguarding Office	18/10/2028
Claire Horne	Principal's Office	09/07/2027
Donna Murray	Principal's Office	22/02/2027

Paediatric First Aiders		
Relates to item 11 within the Trust Health and Safety Policy & Procedures Manual		
Name	Department	Expiry Date
Lee Ali	Safeguarding Team	10/11/2028
Ben Holdstock	Safeguarding Team	18/10/2028
Claire Horne	Principal's Office/Reception	09/07/2027
Jacob Kinning	Food Technology	16/05/2028
Donna Murray	Principal's Office/Reception	16/01/2028
Maryjane Roberts	Tutor team	11/09/2029
Amy Horne	Reception	11/09/2029

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	
Location	Responsible Staff Member
Main Office-Reception	Amy Horne
Main Restaurant	Amy Horne
Staff room	Amy Horne
Nurture Restaurant	Amy Horne
Jubilee Kitchen	Amy Horne

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			
Class Group	Class Tutor/Teacher	Assembly Point	
Johnson class	N1-JCH/GCA	1	
Lipman class	N2-JGR/SLA	2	
Reckitts class	N3-MME/SWI	3	
Bishop class	TSM class/EJA	8	
Sullivan class	VBU class/BDA	9	
Ferens class	MBI class/JLO	10	
Wilberforce	MJ class/KGA	11	
All other Staff			
Reception muster point:		Back playground muster point:	
Claire Horne Donna Murray Amy Horne Roger Dykes	Tracy Parks Kelly Banks Jenny Powell Gemma Sloan	Leigh Ali Holly Lockyer Kim Brown Jamie Poole Cathy Munro	Ben Holdstock Jonathan Haggar Zoe Baxter Zoe Wilkinson Elizabeth Gallagher Aiden O’Neill

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
Cathy Munro	SENCO	03/11/2029
Donna Murray	Admin Manager / PA to Principal	17/07/2027
Jonathan Haggar	AVP	Pending

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
16/02/2023	Grade 3	Mark Binns