

<b>Health and Safety Policy &amp; Procedures Manual</b>	
<b>Localised School Based Procedures</b>	
<b>School Name:</b>	Compass Academy
<b>Principal:</b>	Claire Horne
<b>Implementation Date:</b> <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@com.hlt.academy](mailto: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:

<b>Register of Appointed Persons</b>		
<b>Relates to item 2 within the Trust Health and Safety Policy &amp; Procedures Manual</b>		
<b>Role</b>	<b>Appointed Person</b>	<b>Email Address</b>
Health and Safety Link Governor (where applicable)	-	-
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	Teaching Staff	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	Please complete	12/07/2026
Kimberley Brown	Please complete	04/06/2026
Vicky Burgess	Please complete	19/04/2027
Gemma Catchpole	Please complete	30/06/2028
Elizabeth Gallagher	Please complete	14/07/2028
John Grindley	Please complete	04/07/2028
Ben Holdstock	Please complete	17/04/2027
Claire Horne	Please complete	17/04/2027
Jacob Kinning	Please complete	15/07/2028
Holly Lockyer	Please complete	18/04/2027
Joseph Lowthorpe	Please complete	14/07/2028
Samantha Marshall	Please complete	17/04/2027

Sarah Marshall	Please complete	15/07/2028
Cathy Munro	Please complete	14/07/2028
Donna Murray	Please complete	14/06/2026
Aiden O'Neill	Please complete	12/06/2026
Jamie Poole	Please complete	08/06/2026
Maryjane Roberts	Please complete	04/12/2028
Taylor Smith	Please complete	02/07/2028
Zoe Wilkinson	Please complete	28/01/2029

### 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	Donna Murray
Staff room	Aiden O'neill
Nurture 1	John Grindley
Jubilee Kitchen	Amy Horne
SLO	Leigh Ali

### 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
Please complete	Please complete	Please complete
Please complete	Please complete	Please complete

Please complete	Please complete	Please complete
Please complete	Please complete	Please complete
Please complete	Please complete	Please complete
Please complete	Please complete	Please complete
All other Staff		Please complete

### 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	Teacher	03/11/2029
Donna Murray	Admin Manager / PA to Principal	17/07/2027

### 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
Please complete	Please complete	Please complete
Please complete	Please complete	Please complete
Please complete	Please complete	Please complete