

<b>Health and Safety Policy &amp; Procedures Manual</b>	
<b>Localised School Based Procedures</b>	
<b>School Name:</b>	Graham School
<b>Principal:</b>	Jonathan Newton
<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@gra.hlt.academy](mailto:hello@gra.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)	N/A	N/A
Principal	Jonathan Newton	j.newton@gra.hlt.academy
Competent Person	Mark Ward	m.ward@gra.hlt.academy
Support Services Manager	Mark Ward	m.ward@gra.hlt.academy

Site Manager	Ian Firth	i.firth@gra.hlt.academy
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### 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
Martin Bell	PSHE / PE	01/10/2027
Nicola Henderson	Geography	26/06/2028
Andrea Hudson	Admin Office	25/06/2027
Nadya Hughes	Pastoral	16/10/2026
Robin Johnson	Science	25/06/2028
Antony Landray	DT	26/06/2028
Katey McDermott	Food / Textiles	10/06/2027
Gemma Noble	Please complete	26/06/2028
Glenn O'Carroll	Please complete	26/06/2028
Megan Scott	Please complete	26/06/2028
Beth Taylor	Please complete	16/09/2028
Sarah Umpleby	PE	19/01/2029

### 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	Andrea Hudson
Science Prep Room	Robin Johnson

DT Technician Office	Anthony Landray
PE Office	Bronagh Toleman
Food Technician Office	Katey McDermott
Minibus	Site Team

### 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
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 and Visitors		School 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
Angelina Barlow	Music Teacher	22/05/2028

Tyler Beck	Teacher	19/10/2026
Martin Bell	Director of Learning / Midday Supervisor	19/10/2026
Morelle Bowman	General Teaching Assistant	19/10/2026
Daniel Brown	Teacher / Midday Supervisor	18/07/2026
Jo Coleman	Attendance Officer	10/05/2027
Catherine Connell	Associate Assistant Vice Principal	17/10/2026
Kevin Featherstone	Teacher	10/05/2027
Ian Firth	Site Manager	18/07/2026
Philippa Harker	Careers Advisor	22/05/2028
Nicola Henderson	Director of Learning	17/10/2026
Nadya Hughes	Behaviour Support Officer	14/09/2029
Jane Taylor	Parental Support Advisor	10/05/2027
Aiden Thomas-Foster	Senior Cover Supervisor	18/10/2026
Bronagh Toleman	Teacher / Midday Supervisor	18/07/2026
Mark Ward	Support Services Manager	11/09/2027

### Asbestos Management

Below are details of recently undertaken asbestos management surveys in accordance with HSE guidance:

<b>Asbestos Management Surveys</b>		
<b>Relates to item 33 within the Trust Health and Safety Policy &amp; Procedures Manual</b>		
<b>Date</b>	<b>Name of Surveying Organisation (United Kingdom Accredited Service)</b>	<b>Signature Authorising Staff Member</b>
05/01/2024	Lucien Services Ltd	Mark Ward
Please complete	Please complete	Please complete
Please complete	Please complete	Please complete