

Health and Safety Policy & Procedures Manual	
Localised School Based Procedures	
School Name:	Vale of York Academy
Principal:	Alexis Green-Harding
Implementation Date:	September 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@voy.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)	N/A	N/A
Principal	Alexis Green-Harding	a.greenharding@voy.hlt.academy
Competent Person	Stacey Stump	s.stump@voy.hlt.academy
Support Services Manager	Stacey Stump	s.stump@voy.hlt.academy
Site Manager	James Gabbatiss	j.gabbatiss@voy.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
Rory Donaldson	F43	January 2029
Jo Bogue	Office	October 2026
Susie Maddison	Dt	June 2028
Stacey Stump	G76	June 2028
Magda Steindel-Podsiadly	Office	June 2028
Susie Raimes	Library	April 2029
Alison Elsworth	G6	April 2029
Janine Hart	Office	June 2028
James Gabbatiss	Site Office	April 2029
Rob Wilson	G110	June 2028
Tina Hopkins	Office	October 2026
Ratna Patil	Science	June 2028
Sharon Rainbird	G110	April 2029
Lisa Tyssen	Office	April 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
Reception	Magda Steindel-Podsiadly
DT department	Magda Steindel-Podsiadly
Science department	Magda Steindel-Podsiadly
Food and Nutrition department	Magda Steindel-Podsiadly
PE department	Magda Steindel-Podsiadly

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
7	Form Tutor	All weather pitch
8	Form Tutor	All weather pitch
9	Form Tutor	All weather pitch
10	Form Tutor	All weather pitch
11	Form Tutor	All weather pitch
All other Staff		All weather pitch

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
Philippa Brady	Teacher	29/05/2029
Laura Yildirim	Learning Manager	9/07/2030
Jon Whitehouse	Science Technician	21/11/2029
Rory Donaldson	Assistant Vice Principal	29/05/2029
James Gabbatiss	Site Manager	9/07/2030
Jack Martin	Teacher	29/05/2029
Mark Rampling	Curriculum Leader	9/07/2030
Craig Smith	Maths Lead	22/05/2028
Stacey Stump	Support Services Manager	9/07/2030
Peter Williams	Teacher	29/05/2029

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
January 2020	NYC & CYC	Martin Lycett
January 2024	Lucion Services Limited	Craig O'Brien