

Health and Safety Policy & Procedures Manual	
Localised School Based Procedures	
School Name:	Vale of York Academy
Principal:	Gill Mills
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@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
Principal	Gill Mills	g.mills@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
Joanne Bogue	Main Office	31/10/2026
Rory Donaldson	SLT	27/01/2029
Laura Duncalf	SLT	30/06/2028
Janine Hart	Main Office	30/06/2028
Tina Hopkins	Main Office	31/10/2026
Susannah Maddison	Science	30/06/2028
Magdalena Steindel-Podsiadly	Main Office	30/06/2028
Stacey Stump	Support Services Manager Office	30/06/2028
Robert Wilson	Pastoral	30/06/2028

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	Please complete	Please complete
8	Please complete	Please complete
9	Please complete	Please complete
10	Please complete	Please complete
11	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
Philippa Brady	Teacher	29/05/2029
Rory Donaldson	Assistant Vice Principal	29/05/2029
Laura Duncalf	Progress Leader	29/05/2029
James Gabbatiss	Site Manager	19/06/2026
Jack Martin	Teacher	29/05/2029
Rob Orr	Director of Community	18/07/2026
Mark Rampling	Curriculum Leader	18/07/2026
Craig Smith	Maths Lead	22/05/2028
Stacey Stump	Support Services Manager	19/06/2026
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	NYCC & CYC	Martin Lycett
January 2024	Lucion Services Limited	Craig O'Brien
Please complete	Please complete	Please complete
Please complete	Please complete	Please complete