

Health and Safety Policy & Procedures Manual	
Localised School Based Procedures	
School Name:	Liberty Academy
Principal:	Louise Beasley
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@lib.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	Louise Beasley	l.beasley@lib.hlt.academy
Competent Person	Glen Groizard	g.groizard@lib.hlt.academy
Support Services Manager	Glen Groizard	g.groizard@lib.hlt.academy
Site Manager	David Sugden	d.sugden@lib.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
Angela Drinkall	Safeguarding DSL	17/11/2026
Lee Hill	AVP	07/12/2026
Kelly Eden	Safeguarding officer	01/12/2026
Michelle Hardisty	Qualified Teacher	25/09/2026
Eleanor Fairbank	Teacher of PE	03/09/2027
Jacob Sweeting	Teacher of PE	06/01/2027
Glen Groizard	Support Services Manager	16/09/2028
Sarah Hossack	Qualified Teacher	14/03/2027
Lee Hall	Teacher of PE	27/08/2028
Olivia Woolley	Teacher of PE	27/08/2028
Alison Lockham	Careers Advisor	26/09/2028
Jodie Stachan	Student Services	16/07/2027
Carl Stead	Teacher of PE	08/01/2027

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	Glen Groizard
Sick bay	Glen Groizard

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		
House	Learning Manager	Assembly Point
Bilocca	Cassandra Bishop	MUGA
Godber	Ellis Williamson	MUGA
Johnson	Jemma Blakeston	MUGA
Murdoch	Tom Sewell	Astro Turf
Sullivan	Zoe Dixon	Astro Turf
All other Persons		Astro Turf

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
Eleanor Fairbank	Teacher	18/07/2028
Jason Fillingham	Cover Supervisor	14/07/2028
Olivia Woolley	PE Teacher	04/11/2029
Peter Grayburn	PE Teacher	14/07/2028
Glen Groizard	Support Services Manager	18/07/2028
Jacob Sweeting	Teacher	18/07/2028
Lee Hall	Head of PE	20/06/2029
Alison Lockham	Careers	20/06/2029
Rev Anne Richards	Chaplain	20/06/2029
Paul Watkin	Site Team	20/06/2029
Carl Stead	PE Teacher	14/07/2028
Lee Hill	AVP	20/06/2029
Mat McGrath	AVP	20/06/2029

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
N/A - Liberty Academy was built in 2008.		