

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>	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@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)	-	-
Principal	Louise Beasley	l.beasley1@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
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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
Ashley Bradley	Pastoral	03/09/2026
Emily Calpin	Please complete	03/09/2026
Zoe Jade Dixon	Pastoral	03/09/2026
Angela Drinkall	Safeguarding	19/11/2026
Adele Durrant	Reception	23/11/2026
Kelly Eden	Pastoral	30/11/2026
Eleanor Fairbank	Please complete	03/09/2026
Lee Hill	Please complete	06/12/2026
James Nichols	Pastoral	03/09/2026
Rachel Rankin	Pastoral	03/09/2026
Thomas Sewell	Pastoral	03/09/2026
Amber Sharman	Pastoral	03/09/2026
Carl Stead	Please complete	03/09/2026
Jacob Sweeting	Please complete	03/09/2026

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	Please complete
Sick bay	Please complete

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		
Year Group	Head of Year	Assembly Point
7	Please complete	MUGA
8	Please complete	MUGA
9	Please complete	MUGA
10	Please complete	Astro Turf
11	Please complete	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 Fairbank	Cover Supervisor	14/07/2028
Paul Fraser	Vice Principal	18/07/2028
Peter Grayburn	Director of Scholarship	14/07/2028
Glen Groizard	Support Services Manager	18/07/2028
Jacob Sweeting	Teacher	18/07/2028

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.		