

At Lobley Hill Primary School we aim to 'Be the best that we can be' through being curious, adventurous and respectful in order to achieve personal excellence.



Lobley Hill Primary School Health & Safety Policy

Approved by:	Governing Body	Date: June 2023
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Last reviewed on:	May 2023
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Next review due by:	May 2024
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Model Framework for a School H&S Policy (EDU-MOD-01)

Issue Date	22/05/23	Review Schedule	3 yearly (or sooner if there has been a significant change)
Approvers	Corporate Health and Safety Committee	Cross Reference Applicable Documentation	Education Health and Safety policies - Gateshead Intranet Corporate Health and Safety procedures - Gateshead Intranet
Group	Corporate Services & Governance	Service	Human Resources/ Workforce Development
Target Audience	Management in educational settings	Compliance	The Health & Safety at Work etc Act 1974 The Management of H&S Regulations 1999

This document forms part of the Corporate Health and Safety procedural arrangements

Change Record

Date	Controller	Version	Changes
1/09/21	D Kormilkina	3	In the new format; Expanded section for outdoor playground safety; hydrotherapy Additional corporate and Education Policies added
15/9/22	D Kormilkina	4	Removed reference to COVID-19
15/3/23	D Kormilkina	4.1	Minor amendments to add arrangements for PE and Forest School

Occupational Health and Safety Policy and Guidance in Gateshead Council

Gateshead Council's Occupational Health and Safety policies/procedures consider current legislation, rules, regulations and best practice guidance from a range of professional and public bodies.



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Each school is required to have a Health and Safety Policy in place. It is recommended that the school's Health and Safety Policy should be developed by the Governing Body in conjunction with the Headteacher and members of the school leadership team.

The organisation and arrangements which support the H&S Policy (day to day management of Health & Safety) are the responsibility of the Headteacher and the Senior Leadership Team (supported by the Governing Body).

What should you do with this Model Health and Safety Policy?

The Model Policy is designed as a model where schools may complete the relevant blank sections and adapt for their own use.

The policy has three parts;

Part 1 - The Health and Safety Policy Statement

Part 2 - Health & Safety Responsibilities for School staff

Part 3 - School Management Arrangements

Support

Please contact the following if additional information or support is required:

Email: CSGhealthandsafety@Gateshead.Gov.UK

Telephone: 0191 433 (ext)

Extensions: 2272 / 2270 / 2236 / 2237 /

Part 1 – Policy Statement

Lobley Hill Primary School Health & Safety Policy

The Health and Safety at Work Act 1974 (HSW Act 1974) places duties on employers to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees and persons not employed but who may be affected by work activities, such as pupils and visitors.

This policy statement supplements the [Council's Corporate Health and Safety Policy](#) and procedures, as well as the [Children, Adults and Families Health and Safety Policy](#) and [Education Health and Safety Policy](#). (For Voluntary Aided Schools and Academies, change this section)

The aim of the school policy and statement of intent is to ensure that all reasonably practicable steps are taken to secure the health, safety and welfare of all persons using these premises and in particular:

- to provide adequate control of the health and safety risks arising out of our activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals.

The governing body will review this policy statement if there is any significant change or at least annually and update, modify or amend it as it considers necessary.

Signed: (Chair of Governors)

Signed: (Head Teacher)

Date: [Click here to enter a date.](#)

Review date: [Click here to enter a date.](#)

Part 2: Health & Safety Responsibilities

The Governing Body has strategic responsibility for health and safety within all areas of the school's undertakings and ensuring that health and safety performance is monitored regularly and at least annually. In order to comply with regulatory controls, the governing body is responsible for ensuring that advice from competent advisers is available on health and safety matters.

The Head Teacher has responsibility for the day-to-day operation of health, safety and welfare policies and practices, as delegated by the governing body, within all areas of the school's undertakings. In addition, the Headteacher will ensure that health and safety policy and procedures are part of the day-to-day running of the school. In order to comply with regulatory controls, the Headteacher is responsible for ensuring that advice from competent advisers is sought on health and safety matters where required.

School Leaders, the School Business Manager and the Site Manager are responsible for ensuring that safe working conditions are maintained for all children, employees, visitors, members of the public and, where applicable, contractors. In order to comply with regulatory controls within their departments, department heads are also responsible for ensuring that advice from competent advisers is sought on health and safety matters where required.

Employees are responsible for their own health and safety, that of their colleagues and members of the public who may be affected by their work activities.

Further specific health and safety responsibilities are detailed below.

Name	Responsibility
Johanna James	Health & Safety Officer
Karen Turland	Health & Safety Representative
Darren Carruthers	Health & Safety Representative
Elaine Harris Kathryn Jobling Carol Stanners Julie Watson Holly Peters Helen Brittain	First Aiders
Karen Turland Holly Peters	Medicines (dispensing)
Johanna James Kathryn Jobling	Care & Welfare

Abbi Thubron	PE and Swimming
Johanna James	Visits / activity holidays
Victoria Armstrong	Science
Rebecca Glendenning	Art
Ellie Ellis	Design and Technology

Part 3: School Health & Safety Management Arrangements

The [Corporate Health & Safety Handbook](#) and [Education Health & safety Handbook](#) both contain various documented standards, forms and guidance materials, many of which are applicable to the school.

The school commits to following the procedures detailed below to ensure that the risk to employees, children and members of the public are reduced as far as reasonably practicable.

*Remove / or add fields as required below

Administration and management of medicines

Adopted standard(s)	EDU-HS-01: Administration and Management of Health Needs in Schools
Specific school arrangements	A specific policy for the school has been developed using the EDU-HS-01 form and is located on the M Drive in the H&S folder
	Johanna James is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Johanna James is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Asbestos

Adopted standard(s)	LCS-HS-15 Asbestos Corporate Asbestos Management Plan ASB60: Asbestos Management Site Guide
Specific school arrangements	The site specific asbestos management plan for the school has been prepared by Johanna James who is the named Responsible Person.
	The site specific management plan is located in the school admin office
	Johanna James is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Johanna James is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Consultation and Communication with Employees

Adopted standard(s)	<p><u>LCS-HS-08: Communicating the Health & Safety Message</u></p> <p><u>LCS-HS-10: Employee Consultation</u></p>
Specific school arrangements	Health & Safety information is communicated to employees via weekly staff briefings, email, induction checklist and inset days where appropriate
	Employee Representative(s) are Karen Turland and Darren Carruthers
	<p>The above mentioned Safety Representative(s) will:</p> <ul style="list-style-type: none"> • Attend meetings of safety committees • Liaise with the Head Teacher on health and safety matters. • Investigate accidents and potential hazards within the workplace • Investigate complaints made by an employee they represent relating to health, safety and welfare at work • Carry out inspections of the workplace • Represent employees they were appointed to represent in consultations <p>The above duties will be carried out in accordance with the Safety Representative and Safety Committee Regulations 1977</p>
	Johanna James is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Johanna James is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Disability Support

Adopted standard(s)	<u>LCS-HS-56 Disability at Work</u>
Specific school arrangements	
	Johanna James is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Johanna James is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Display Screen Equipment

Adopted standard(s)	<i>LCS-HS-21: Display Screen Equipment:</i>
Specific school arrangements	Regular DSE Users have been identified as Class Teacher, Admin Officers and Teaching Assistants
	DSE workstation assessments have been are completed by the following trained DSE assessor(s) Karen Turland
	Johanna James has responsibility for ensuring any actions required are implemented.
	Johanna James is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Johanna James is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Educational Visits

Adopted standard(s)	<i>EDU-HS-03: Educational Visits and Learning Outside the Classroom</i> <i>EDU-HS-04 Emergency Management During Educational Visits</i>
Specific school arrangements	The school's Educational Visits Coordinator is, Karen Turland.
	Johanna James is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Johanna James is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Electrical Safety

Adopted standard(s)	<i>LCS-HS-23: Electrical Safety</i>
Specific school arrangements	Karen Turland is responsible person for preparing and maintaining an accurate up-to-date electrical maintenance register for portable appliances used.
	Johanna James is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Johanna James is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Emergency Management Plan

Adopted standard(s)	<i>EDU-HS-10 Emergency management plan</i> <i>EDU-HS-14 Unavoidable school closures</i>
Specific school arrangements	Located in the main school office. Copy held at Dunston Hill Primary School.
	Johanna James is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Johanna James is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Fire

Adopted standard(s)	<i>CGS-HS-01 – Evacuation Chairs</i> <i>LCS-HS-17: Carriage and Storage of Fuel</i> <i>LCS-HS-24: Preparing a PEEP</i> <i>LCS-HS-25 Fire Safety</i> <i>LCS-HS-110 Temporary Use of Portable LPG Heaters</i>
Specific school arrangements	Johanna James is responsible for regularly reviewing the fire risk assessment action plan
	Karen Turland and Darren Carruthers are responsible for keeping the fire log book regularly updated
	Johanna James is responsible for preparation and review of Fire Emergency Procedure

First Aid

Adopted standard(s)	<i>EDU-HS-05: First Aid Provision in Schools</i>
Specific school arrangements	The first aid box(es) is/are kept at School office, each classroom, upstairs disabled toilet and staff room
	The appointed person(s)/first aider(s) is/are: Elaine Harris, Kathryn Jobling, Julie Watson, Holly Peters, Helen Brittain, Rebecca Rutherford and Carol Stanners.
	Karen Turland is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.

	Johanna James is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Gas Safety

Adopted standard(s)	<i>LCS-HS-28 Gas Safety</i>
Specific school arrangements	
	Johanna James is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Johanna James is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Hand Arm Vibration –

Adopted standard(s)	<i>CSG-HS-29 Hand Arm Vibration</i>
Specific school arrangements	The following roles within the school have been identified to use vibratory tools Darren Carruthers
	Darren Carruthers is appointed to carry out vibration testing
	Darren Carruthers is appointed to monitor vibratory tool use
	Johanna James is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Johanna James is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Hazardous Substances

Adopted standard(s)	<i>LCS-HS-19 Control of Substances Hazardous to Health</i>
Specific school arrangements	Darren Carruthers will be responsible for identifying all substances which need a COSHH assessment and maintaining an inventory.
	Darren Carruthers will be responsible for ensuring that all actions identified in the assessments are implemented.
	Johanna James is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Johanna James is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Incident Reporting & Investigation

Adopted standard(s)	<u>LCS-HS-58: Incident Reporting and Investigation Procedure</u>
Specific school arrangements	All minor pupil accidents are recorded on the school incident log. These logs is kept by both Key Stage doors and the filed weekly at main school office.
	Karen Turland is responsible for reporting relevant accidents, near misses, diseases and dangerous occurrences to the Council's Health & Safety Team in accordance with LCS-HS-58 using HS20 incident form.
	Johanna James is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Johanna James is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Infection Control

Adopted standard(s)	<u>EDU-HS-06: Infection Control in Schools and Childcare Settings</u> <u>LCS-HS-93 Control of Infections at Work</u> <u>LCS-HS-103 The Disposal of Clinical Waste</u>
Specific school arrangements	Johanna James is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Johanna James is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Lone Working

Adopted standard(s)	<u>LCS-HS-31 Lone Working</u>
Specific school arrangements	The following employees are considered to be lone workers: Darren Carruthers, Karen Turland and Holly Peters.
	Lone workers have been briefed on the following procedure to adopt when working alone: Follow lone worker risk assessment, site manager issued work mobile
	Johanna James is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Johanna James is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Management of contractors

Adopted standard(s)	<p><u>LCS-HS-18: Construction (Design and Management)</u></p> <p><u>LCS-HS-20 Control of Visitors / Contractors on Site</u></p> <p><u>LCS-HS-80 Scaffold and edge Protection</u></p> <p><u>LCS-HS-81 Safety Nets and Soft-Landing systems</u></p> <p><u>LCS-HS-82 Fall protection and prevention guidance</u></p> <p><u>LCS-HS-83 Safety in Roof Work Guidance</u></p> <p><u>LCS-HS-84 Mobile Access Tower</u></p> <p><u>LCS-HS-85 Mobile Elevating Work Platforms</u></p> <p><u>LCS-HS-94 Excavations</u></p> <p><u>LCS-HS-44 Working In Confined Spaces</u></p> <p><u>LCS-HS-89: Assessment, Engagement and Management of Contractors</u></p>
Specific school arrangements	<p>Karen Turland is responsible for assessing contractor health and safety competency prior to appointment.</p> <p>Karen Turland has responsibility for ensuring suitable management arrangements are in place whilst contractors are carrying out work on site.</p> <p>Johanna James is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.</p> <p>Johanna James is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed</p>

Manual handling

Adopted standard(s)	<p><u>LCS-HS-32: Manual Handling</u></p> <p><u>LCS-HS-91 Moving and handling of service users and pupils</u></p>
Specific school arrangements	<p>Darren Carruthers is responsible for any lifting and handling tasks in school and has attended relevant training. All staff are aware that they should ask Ian to complete any lifting and handling on their behalf</p>
	<p>Johanna James is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.</p>

	Johanna James is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed
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Noise

Adopted standard(s)	<i>LCS-HS-34 Noise</i>
Specific school arrangements	The following tasks have been identified to need a noise risk assessment None currently Corporate Health & Safety team or competent assessor will carry out noise measurements where identified.
	Johanna James is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Johanna James is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Notices to be displayed in the Workplace

Adopted standard(s)	<i>LCS-HS-35 Notices to be Displayed in the Workplace</i>
Specific school arrangements	Health and Safety Law Poster – “What You Should Know” is located in the staff room
	First Aid Notices are located – Throughout school
	Fire Action Notices are located in all rooms
	Liability Certificate is located in the school admin office
	Health & Safety Policy Statement is located on the M Drive
	Johanna James is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Johanna James is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Outdoor Play Equipment

Adopted standard(s)	<u>EDU-HS-07 Outdoor Playground Safety</u>
Specific school arrangements	Gateshead Council have been appointed to thoroughly inspect play equipment on an annual basis, in accordance with BS 1176
	Darren Carruthers have been appointed to carry out termly inspections in accordance with BS 1176 (<i>for timber play equipment</i>)
	Darren Carruthers have been appointed to perform monthly rot testing of timber play equipment
	Darren Carruthers and all staff undertake daily or pre-use visual checks of play equipment and play areas.
	Johanna James is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Johanna James is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Risk Assessment

Adopted standard(s)	<u>LCS-HS-40: Risk Assessment</u> <u>LCS-HS-33 New and Expectant Mothers</u> <u>LCS-HS-46 Young Persons at Work</u>
Specific school arrangements	Leaders and class teachers are responsible for carrying out risk assessments and their review
	The findings of the risk assessment will be reported to Johanna James
	Risk assessments will be approved by Johanna James
	Johanna James has responsibility for ensuring any actions required are implemented
	Johanna James is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Johanna James is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

PPE

Adopted standard(s)	<u>LCS-HS-37 Personal Protective Equipment</u>
Specific school arrangements	Johanna James is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Johanna James is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Prevention of Slips and Trips / Gritting

Adopted standard(s)	<u>LCS-HS-38 Prevention of Slips and Trips</u> <u>EDU-HS-11 School Gritting Policy and Plan</u>
Specific school arrangements	School gritting plan is completed by Darren Carruthers and located in the School Business Manager's Office
	Johanna James is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Johanna James is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Protecting Health During Hot Weather Conditions

Adopted standard(s)	<u>EDU-HS-08 Protecting Health During Hot Weather Conditions In schools</u>
Specific school arrangements	Johanna James is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Johanna James is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Security/ Violence at work

Adopted standard(s)	<p><u>EDU-HS-12: Security</u></p> <p><u>EDU-HS-15 Warning and Banning Persons from School Premises</u></p> <p><u>LCS-HS-26 Management of Violence and Aggression towards Employees Policy</u></p> <p><u>LCS-HS-79: Violence at Work (Guidance)</u></p>
Specific school arrangements	<p>The following procedure is adopted for briefing visitors on the school's emergency evacuation procedures - information provided next to signing in screen in foyer, fire safety posters located in each room</p> <p>Access to the school is controlled by main office</p> <p>Johanna James is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.</p> <p>Johanna James is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed</p>

Safe Vehicular Access and Egress at Schools

Adopted standard(s)	<p><u>EDU-HS-09 Safe Vehicular Access and Egress at Schools</u></p>
Specific school arrangements	<p>Vehicles are not allowed on site during the following times 8.30-9.15am & 3.15-3.45pm</p> <p>Darren Carruthers is responsible for closing and opening the gates each day. The following physical measures are put in place to segregate vehicles and pedestrians: pedestrian gate and vehicle gate separate with safety railings between</p> <p>Johanna James is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.</p> <p>Johanna James is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed</p>

Statutory Maintenance and Testing/ Management of Premises

Adopted standard(s)	<i>EDU-HS-13: Statutory Maintenance and Testing Within Schools</i> <i>LCS-HS-90: Management of Premises</i>
Specific school arrangements	Darren Carruthers is responsible for periodically monitoring the maintenance, inspection, examination or testing by the contractor.
	A School Statutory Maintenance and Testing Schedule (Appendix 1 of EDU-HS-13) has been prepared and is kept updated by Darren Carruthers. The schedule is located in School Business Manager's office.
	Johanna James is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Johanna James is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Stress

Adopted standard(s)	<i>LCS-HS-41: Stress</i>
Specific school arrangements	Johanna James is responsible for carrying out and reviewing stress risk assessments
	Johanna James is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Johanna James is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Training

Adopted standard(s)	<i>LCS-HS-09 Health & Safety Training</i> <i>EDU-01 School H&S Training Matrix</i>
Specific school arrangements	Karen Turland is responsible for preparing and updating the training plan.
	Training will be identified, arranged and monitored by Karen Turland
	Training records are kept at M Drive by Karen Turland
	Induction training will be provided for all employees by Johanna James
	Johanna James is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Johanna James is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Waste

Adopted standard(s)	LCS-HS-30 Hazardous Waste Disposal LCS HS-103 The disposal of Clinical Waste -
Specific school arrangements	Johanna James is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Johanna James is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Work at Height

Adopted standard(s)	LCS-HS-43 Work at height LCS-HS-68 Ladders LCS-HS-86 Stepladders
Specific school arrangements	Ladder/ stepladder checklists are completed monthly and located within the School Business Manager's office
	Johanna James is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Johanna James is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Workplace Inspections

Adopted standard(s)	LCS-HS-60 Workplace Inspections LCS-HS-61 Safety Tours LCS-HS-63 Health & Safety Audits
Specific school arrangements	School carries out H&S Workplace inspection using the form EDU-03 at the following frequency: termly
	School carries out safety tours using the form EDU-06 at the following frequency: termly
	School carries out self-audit using the form EDU-05 at least <i>every three years</i> , which is then submitted to Corporate Health & Safety Team

	Johanna James is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Johanna James is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Workplace Safety and Welfare

Adopted standard(s)	<i>LCS-HS-45 Workplace Safety and Welfare</i>
Specific school arrangements	
	Johanna James is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Johanna James is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed