

---

## Macleans College - POLICIES & DIRECTIVES

---

SECTION NO: 1100

POLICY NO: 1125

ISSUE DATE: 1.3.17

TITLE: **SAFE SCHOOL POLICIES**

ISSUE NO: 2

PAGE: 1 OF 1

---

### **Active Hazard Identification and Control System**

**AIM:**

To define the methods of hazard identification, notification, controls and monitoring to be used in Macleans College.

**NOTIFICATION:**

**Notification Responsibility**

The people primarily responsible for collating and notifying hazards in their areas of work are the school managers, they are:

Houses	Phil Goodyer
Faculties	Faculty Heads
Property	Caretaker / Property and Grounds Managers
Administration	Simon Peek

**RESPONSIBILITY:**

**Identification of Hazards**

Primary responsibility for hazard identification lies with all staff at all levels. Any person may identify a hazard at any time. Preferably this should be done through the school manager (above) who is responsible for the area of work concerned. However, notification can be made directly to the Health and Safety Co-ordinator

**Hazard Identification Sheets**

Hazard identification sheets are available as an attachment to this procedure or on request from the Health and Safety Co-ordinator.

**Review of Hazard Control**

At least once every term the school managers listed above are required to consult with the staff under their control or working in the area under their control, and review hazard control to date along with any new hazard identification made. The results of this review must be communicated to the Health and Safety Co-ordinator in writing before the end of each term.

**Monitoring**

The school managers identified above are responsible for identifying a need for cyclic monitoring of hazards in their sphere of work and implementing a suitable programme.