

## Health and Safety – Risk and hazard identification process

The Board of Trustees as a collective, act as the PCBU in Health and Safety and has the primary duty of care for staff and students both at Hagley College and during school related activities. The Principal acts as a Health and Safety officer for the BOT. The Deputy Principal - Student Wellbeing has the responsibility for the day to day management of Health and Safety and Education Outside The Classroom.

The following represents a diagram of responsibility and actions

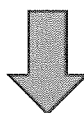
Heads of Department	Pip Judge – After 3	Nicky Fogden-Smith - ITM
Sarah Denny – Homework Centre	Neal Sales – Cleaners	Jo Fox – HALC
Phil Boyland – Café	Mike Gilchrist - Counselling Team	
Kathy Pullan – Van Asch		
Sherron Harrison – Library, finance, enrolment.	Graeme Cochrane - Property	
Specific actions – Co-ordinate teams in calling for risks and hazards and notify SLT Secretary.		
Provide advice around risks and hazards. A nil return indicated there are no incidents to report.		



<b>Senior Leadership team Secretary</b>
Risks and hazards are submitted on a monthly basis
Risks and hazards are reported to SLT secretary who records them on Health and Safety register.
Hazard Register sent to the Property Manager for attention.



<b>Property Manager</b>
Monitors and checks high risk areas on a regular basis.
Receives email with monthly risks and hazards.
Implements risks and hazards to be isolated, minimised or removed.
Updates the Health and Safety register with actions.
Reply to specific staff on action completed in response to risk or hazard.
Close loop through informing the SLT secretary.



<b>Health and Safety Committee</b>
SLT secretary reviews risk and hazard register and action points.
Review Health and Safety processes.
Information sharing from School Nurse, PPTA union representative, staff representative, BOT Representative and Senior Management Representative.



<b>School Nurse</b>
Records first aid interventions
Keeps records of 'near misses'
Responsible to notify worksafe when a serious injury occurs
Keeps incident/injury register

<b>Deputy Principal reports to BOT at monthly meetings</b>
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