

Ko Taku Reo Preschool Hazard Register

REGISTER OF EXISTING HAZARD:

- To include 'near misses'
- To be displayed near sign-in book
- To be reported at each Preschool meeting

KEY	A	B	C	D	E
E	VERY LIKELY	NEGLIGIBLE	MINOR	MODERATE	SIGNIFICANT
D	LIKELY	LOW MED	MED	MED HI	HIGH
C	POSSIBLE	LOW	MED	MED HI	HIGH
B	UNLIKELY	LOW	LOW MED	MED	MED HI
A	VERY UNLIKELY	LOW	LOW MED	MED	MED

DATE	HAZARD: POTENTIAL RISKS IDENTIFIED	RISK RATING: HIGH, MED OR LOW	MINIMISE ISOLATE OR ELIMINATE	WHAT STEPS WILL BE TAKEN	WHO SHOULD DO IT	BY WHEN	REVIEWED
	Cleaning Agents & hazardous materials	Med	Isolate	Cleaning Agents will be kept in the kitchen, bathroom or laundry out of reach of children at all times	All staff		
	Medicines	Med	Isolate	Medicines will be kept in the kitchen cupboard or fridge shelf out of reach of children	All staff		
	Electrical sockets	Med	Minimize	Electrical sockets in the play area will be covered	All staff		
	Hazards in the Kitchen	High	Isolate	Both gates will be kept closed and children will not be allowed into the kitchen	All staff		
	Hazards in the laundry	Med	Isolate	The laundry will be locked when children are present. Children will only go into the laundry with an adult.	All staff		
	Outside hazards (i.e foreign materials, poisonous plants, water hazards)	Med	Eliminate	The playground will be checked every morning before the children arrive to remove any hazardous items	All staff		

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	Play equipment/ furniture	Med	Minimize	Equipment will be checked daily. Any items deemed to be hazardous will be removed. This will include shade sails and attachment points.	<u>All staff</u>	
	Windows/glass	Low	Minimize	Windows are out of reach. Glass doors contain safety glass, children will be reminded not to bang on them	<u>All staff</u>	
	Children climbing/falling off the side of the slide	Med	Minimize	Teachers/staff will be aware and monitor children while sliding, remind children not to climb over the side	<u>All staff</u>	
29/1/21	Choking	Med	Minimize	Excluded foods displayed in the kitchen, children supervised at all times while eating.	<u>All staff</u>	
1/2/21	Children climbing/falling	Med	Minimize	Children will be supervised and redirected to climb outside on the monkey bars	<u>All staff</u>	
14/2/23	Children getting out through the bathroom	High	Minimize	The bathroom door will be locked at all times, we will also alarm the door when enrolled children demonstrate they can reach and work the lock	<u>Krista (alarm)</u> <u>All staff (lock)</u>	
9/4/24	Children climbing over the gate, children let out by visitors, Children unlocking the gate	High	Minimize	The secondary door will be kept shut a Mag Lock has been installed to ensure children are not able to get past this second door unaccompanied.	<u>All staff, visitors</u>	
14/2/23	Children getting access to HA batteries particularly in the van	Med Hi	Minimize	For children who are likely to remove HA (or if we are unsure) keep them secured in their bag during the van ride. Make sure all HAs are in good working order so children cannot easily open the battery door	<u>All Staff</u>	
14/3/23	Children unbuckling car seats	Med Hi	Minimize	Carseat safety info sent home. Driver's counselled to pull over every time and buckle child back in. Action to be taken (child no longer offered van space) if this is ineffective	<u>Van drivers</u> <u>H&S officer</u>	
27/11/24	Van temperature controls	Med	Minimize	Risk added to the SOP for van drivers. All van drivers were alerted via Teams and new SOP. SOP reviewed each year and/or with new drivers.	<u>Van drivers,</u> <u>H&S officer</u>	

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15/4/26	Heavy furniture, fixtures or equipment that could fall or topple	Med	Minimize	Risk added to the daily safety checks and will be checked everyday before the children arrive	<u>All staff</u>		
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Week of:

Items to Check	Mon	Tues	Wed	Thurs	Fri	Hazard Identification Sheet completed Yes/No	Supervisor Notes
	Initial	Initial	Initial	Initial	Initial		
Gates/fences							
Rubbish in playground							
Sandpits							
Mobile equipment							
Poisonous plants/mushrooms							
Sheds							
Water Hazards							
Hazardous substances							
Kitchen/Toilet/Storeroom							
Play area Play area							
Electrical hazards e.g. sockets							
Doors							
Fire Exits							
Glass							
Other?							

Injury and incident report

Term:

	Workers	Children	Others (eg, visitors)	Total
Number of minor injuries (or incidents needing on-site treatment only):				
Number of acute injuries (or incidents resulting parents being contacted and possible doctor or other medical visits):				
Number of notifiable events (reported to WorkSafe New Zealand/ MoE):				
Causes:				
Comments on notifiable events/ analysis/corrective actions:				
Trends:				

Reviewed by:

Date:

Next review date:

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Health and Safety Risk Notification

Please complete this form to the best of your ability and return to Alison Kagen:
alison.kagen@kotakureo.school.nz



Deaf Education New Zealand

Name	
Role at Ko Taku Reo Staff <input type="radio"/> Student <input type="radio"/> Contractor <input type="radio"/> Visitor <input type="radio"/>	
Date of incident/observation	
Location of incident/hazard	
Describe what happened (if applicable)	
Was any immediate action taken? <input type="radio"/> Minimised (by monitoring) <input type="radio"/> Isolated (with warning signs/barriers) <input type="radio"/> Eliminated (repaired/removed) <input type="radio"/> Too serious, authorities notified <input type="radio"/> No action was taken	Add detail
Why did you report this? <input type="radio"/> I observed/was involved in an accident/injury <input type="radio"/> I observed/was involved in a near miss <input type="radio"/> I observed an event or situation that needed reporting	

In your opinion, what level of harm may happen in the future?

- Low (Unlikely to cause harm)
- Moderate (May cause injury)
- High (May cause serious injury or death)

In your opinion, what is the likelihood of harm?

- Low (Unlikely but possible)
- Moderate (Possible, may have happened)
- High (Very likely)

Describe the harm that may happen in the future

Date