

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 centre meeting*

KEY		A	B	C	D	E
		NEGLIGIBLE	MINOR	MODERATE	SIGNIFICANT	SEVERE
E	VERY LIKELY	LOW MED	MED	MED HI	HIGH	HIGH
D	LIKELY	LOW	LOW MED	MED	MED HI	HIGH
C	POSSIBLE	LOW	LOW MED	MED	MED HI	MED HI
B	UNLIKELY	LOW	LOW MED	LOW MED	MED	MED HI
A	VERY UNLIKELY	LOW	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 out of reach of children	All staff		
	Electrical sockets	Med	Minimise	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 in to 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,	Med	Eliminate	The playground will be checked every morning before the children arrive to remove and hazardous items	All staff		

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	poisonous plants, water hazards)						
	Play equipment/ furniture	Med	Minimise	Equipment will be checked daily. Any items deemed to be hazardous will be removed.	All staff		
	Windows/glass	Low	Minimise	Windows are out of reach. Glass doors contain safety glass, children will be reminded not to bang on them	All staff		
	Children climbing/falling off the side of the slide	Med	Minimise	Teachers/staff will be aware and monitor children while sliding, remind children not to climb over the side	All staff		
29/1/21	Choking	Med	Minimise	Excluded foods displayed in the kitchen, children supervised at all times while eating.	All staff		
1/2/21	Children climbing/falling	Med	Minimise	Children will be supervised and redirected to climb outside on the monkey bars	All staff		
19/2/21	Children getting out through the bathroom	High	Minimise	The bathroom door will be locked at all times, we will also alarm the door in case children can reach the lock	Mike, Krista (alarm) All staff (lock)		
10/3/21	Children climbing over the gate, children let out by visitors	High	Minimise	The secondary door will be kept shut (w/ a note to let everyone know), visitors will be alerted to make sure no children follow them out of the gate	All staff, visitors		

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