

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	<u>All staff</u>		
	Medicines	Med	Isolate	Medicines will be kept in the kitchen cupboard out of reach of children	<u>All staff</u>		
	Electrical sockets	Med	Minimise	Electrical sockets in the play area will be covered	<u>All staff</u>		
	Hazards in the Kitchen	High	Isolate	Both gates will be kept closed and children will not be allowed in to the kitchen	<u>All staff</u>		
	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.	<u>All staff</u>		
	Outside hazards (i.e foreign materials,	Med	Eliminate	The playground will be checked every morning before the children arrive to remove and hazardous items	<u>All staff</u>		

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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.	<u>All staff</u>		
	Windows/glass	Low	Minimise	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	Minimise	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	Minimise	Excluded foods displayed in the kitchen, children supervised at all times while eating.	<u>All staff</u>		
1/2/21	Children climbing/falling	Med	Minimise	Children will be supervised and redirected to climb outside on the monkey bars	<u>All staff</u>		
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	<u>Mike,</u> <u>Krista</u> <u>(alarm)</u> <u>All staff</u> <u>(lock)</u>		
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	<u>All staff,</u> <u>visitors</u>		

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WEEKLY SAFETY CHECK -Preschool

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:

d

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	