

### Rationale

To ensure a safe and healthy environment for children and staff with processes for the ongoing monitoring of hazards in the pre-school.

### Definition

Hazard	A hazard is a situation or thing that has the potential to cause death, injury or illness to a person.
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Consideration of hazards must include but is not limited to:

- cleaning agents, medicines, poisons, and other hazardous materials
- electrical sockets and appliances (particularly heaters)
- hazards present in kitchen or laundry facilities
- vandalism, dangerous objects, and foreign materials (e.g., broken glass, animal droppings)
- The condition and placement of learning, play and other equipment
- Windows and other areas of glass
- poisonous plants
- bodies of water.

### ‘Hazard identification and control register’

A ‘Hazard identification and controls register’ outlines the known hazards in the environment and methods to eliminate, isolate or minimize potential harm to others. The ‘Hazard identification and controls register’ can be found at reception and on the sign-in table (kitchen bench).

The register is reviewed by the Health and Safety Officer at the end of each term to:

- accurately and electronically capture new hazards as identified in the procedure below
- record any changes to the preschool premises relevant to the register e.g.
  - record the removal of any previously identified hazards
  - different actions required to eliminate, isolate or minimize an identified hazard

At the end of every term, a report of incidents for that term will be generated from Playground and looked at to determine or identify other hazards that are causing harm.

## Identifying new hazards

Daily safety check will be completed by a teacher using the weekly safety check form. Any items requiring action will be discussed with the nominated health and safety officer. After a week, the sheet will be filed into the health and safety folder.

If a hazard is identified and a member of staff not involved, they should be alerted to the hazard and follow the procedure below:

1. Decide if it is possible to eliminate, isolate or minimize the hazard and take steps to do so. Use the managing and controlling hazards wall chart as a guide.
2. Complete a hazard identification form
3. Note the item on Teams under health and safety channel.
4. The whole team will decide upon the appropriate action and record this in the Health and Safety channel. This could include a 'ticket' submitted on Kelvan (Ko Taku Reo's intranet) under Professional Services.
5. Health and Safety will be highlighted with its own channel on Teams (MS). Here, any identified hazards can be discussed, and actions agreed upon.

## Maintenance

Where a broken item is found the staff member will determine whether the object can be repaired or disposed of. Any items requiring maintenance shall be:

- removed from any area where it may cause harm to others (staff room or laundry). If staff are unable to remove the hazard, they will take measures to isolate it.
- Reported to Property and Assets by filling out a Professional Services Request form on Kelvan (Ko Taku Reo's intranet site).

## Visitors to the pre-school

A notification sheet shall be present in the pre-school entrance, near the sign in sheet, to alert visitors to any potential hazards in the environment.

## Appendices:

- a. Preschool Hazard Register
- b. Daily safety checks (a weekly record)
- c. Injury and Accident report
- d. Health and Safety Risk Notification

**Related procedures:**

- Child and adult injury procedure

Reviewed	March 2025
Review partners	Lead Teacher, Staff, Parents
Next review date	February 2028
Signed:	
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