**Last updated**:  **/ /**

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|  | **Risk Rating Guidance Table** | | | | |
|  | **Consequence** | | | | |
| **Likelihood** | Negligible | Minor | Moderate | Significant | Severe |
| Very likely | M | M | H | H | H |
| Likely | M | M | M | H | H |
| Possible | L | M | M | M | H |
| Unlikely | L | L | M | M | M |
| Very unlikely | L | L | L | M | M |

**To be displayed prominently on Noticeboard.**

**Bring to the attention of all Centre Members, Visitors, Contractors.**

### Have all sign to confirm active participation in Health & Safety at the Centre.

### Update as required at least once a Term.

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| Hazard | **Risk Rating**  **(H, M, L)** | **Will you: Eliminate**  **or**  **Minimise** | **Control Action: include**   1. **A) Details of how Hazard will be managed.** 2. **B) Who is responsible for managing the hazard.** 3. **C) Date hazard added if found during completion of Daily Health and Safety Checklist.** 4. **D) If action required for resolution the date this is to be completed by.** |
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| **Blank Page for Additions** | | | |
| **Hazard** | **Risk Rating**  **(H, M, L)** | **Will you:**  **Eliminate**  **or**  **Minimise** | **Control Action: include**   1. **A) Details of how Hazard will be managed.** 2. **B) Who is responsible for managing the hazard.** 3. **C) Date hazard added if found during completion of Daily Health and Safety Checklist.**   **D) If action required for resolution the date this is to be completed by.** |
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**I AM FAMILIAR WITH THE TERM \_ 20 \_ \_ RISK AND HAZARD REGISTER AND I CONFIRM I WILL ACTIVELY PARTICIPATE IN HEALTH AND SAFETY  
AT THE CENTRE (giving thought to identifying and controlling hazards). All newly added hazards will be acknowledged by signing within the table.**

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**I HAVE READ THE TERM \_ 20 \_ \_ RISK AND HAZARD REGISTER AND I CONFIRM I WILL ACTIVELY PARTICIPATE IN HEALTH AND SAFETY AT THE CENTRE  
(giving thought to identifying and controlling hazards). All newly added hazards will be acknowledged by signing within the table.**

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**A guide on hazards – and list of hazards to consider**

Consider the way tamariki play and think when assessing hazards from their perspective.

Items need to be:

Safe to touch

Unable to be swallowed – or non-harmful if swallowed

Safe to fall over, from, on, into or against

Safe to get into or onto

Tamariki can be inventive when it comes to getting into trouble – use your imagination when assessing the Centre – its surrounding and its resources - for hazards.

Also consider the Centre from an adult’s perspective and it being a place to keep adults safe as well.

The general environment needs to be supportive of good health and wellbeing – this includes noise, temperature, space and general aesthetic considerations.

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| **POTENTIAL INSIDE HAZARDS** | | |
| **Area** | **What to Look For** | |
| **Floors** | Free of trip, slip, fall hazards | Free of protrusions, power plugs, nails etc |
| **Exits** | Enough exits for escape | Exits not blocked, locked |
| Emergency exits clearly marked |  |
| **Passages** | At least 850 mm wide (NZ Building Code) | Used for the purpose it was designed for |
| Clear and unobstructed (nothing stored in passageways) |  |
| **Lighting** | Work areas adequately lit | Light fittings are clean and covered |
| Light fittings are safely secured to walls | Emergency or security lighting is operational |

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| **Area** | **What to Look for:** |  |
| **Heating** | Heaters are childproof – poking items in or operating controls | Heaters at safe temperature – safe to touch if in reach |
| Nothing on or near heaters that is flammable | Is room warm enough at low level (eg on the floor/mat)  Should be at no less than 18°C at 500mm above the floor |
| **Ventilation** | All areas have good ventilation | Open windows should not be a hazard for passing heads |
| **Noise** | Acceptable noise levels when tamariki and/or adults are inside | Noise levels should not exceed 85dBa averaged over 8 hours |
| **Rubbish** | Bins are not obstructing movement around centre | Bins are regularly emptied and cleaned |
| **Disposal** | Sharps or body fluids disposed of safely | Ensure sharps are double bagged before throwing into rubbish bin |
| **General** | No cords across floors | Correct set up for desks and seating for tamariki and/or adults |
| No unrestrained high storage areas |  |
|  |  |  |
| **Stacking** | Passages unobstructed |  |
| **Storage** | Furniture secured against earthquakes | Earthquake restraints where necessary (eg fish tank, stereo, microwave, bookshelves etc) |
| No unsafe items at high levels | Items stored out of tamariki reach where necessary  Try to store heavier items at lower levels |
| No shelves overloaded |  |
| **Electricity** | No bare, broken or worn wires or cables | Portable appliances have a current test certificate |
| No overloaded sockets | RCD’s used outside where necessary |
| Safety caps in all unused sockets | No trailing power cords |
| **Emergency** | Emergency alarms working | Smoke detectors working |
| **Fire** | Extinguishers available – adults know how to use them |  |

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| **Area** | **What to Look for:** |  |
| **Protection** | Hoses available – adults know how to use them | Drills (fire, earthquake and lock down) carried out regularly |
| Clear access to equipment |  |
| **First Aid** | Located and locked as required | Medicines stored appropriately and securely (kept separate from First Aid as applicable for individual children’s medications) |
| Stocks replenished as required |  |
|
| **Office equipment** | Computers/laptops and any other devices safely located and correctly installed | Photocopiers/printers adequately ventilated and securely stored |
| Telephone/mobile phone operational | Guillotines, laminators etc used and stored safely |
| **Substances** | Cleaning fluids labelled and stored safely | Any other chemicals labelled and stored safely |
| Kitchen items stored safely |  |
| **Kitchen** | Child-proof door operational | Cups/plates in good condition – no cracks etc |
| Child-proof catches where needed | Hygiene practices for children’s drinking water |
| Sharp knives and other implements out of child reach | No dangling cords |
| Oven and fridge – no unsupervised access for children | Rubbish bin secured with a lid |

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| **Area** | **What to Look for:** |  |
| **Water** | Drinking water is safe | Hot water is between 40 – 60 degrees |
| **Toilets** | Clean and tidy | Appropriate disposal for nappies |
| All fittings secure | Nappy changing facilities are appropriate and secure |
| Floor clean and dry | Are Mirrors safe? |
| Water at correct temperature |  |
| **Furniture** | In working order | Earthquake restraints where necessary |
| No protrusions – rounded table edges |  |
| **Earthquake** | Are furniture and fittings resecured whenever layout is changed? | Are Pictures or wall displays secured? |