

Playcentre Hazard and Risk Register



Last updated: / /

This form must be kept for one year to enable review and planning

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.

Risk Rating Guidance Table

Likelihood	Consequence				
	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

Hazard	Risk Rating (H,M,L)	Will you: Eliminate or Minimise	Control Action: include A) Details of how Hazard will be managed. B) Who is responsible for managing the hazard. 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).

Name	Signature	Date	Name	Signature	Date



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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).

Name	Signature	Date	Name	Signature	Date





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 are inventive when it comes to getting into trouble – use your imagination when assessing the Centre – its surrounds and its resources - for hazards.

Also consider the Centre from an adults perspective and it being a place to keep safe for adults.

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

POTENTIAL INSIDE HAZARDS

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 passage ways)	
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 16 deg between 0.5 and 1.0 m off floor
Ventilation	All areas have good ventilation	Open windows not a hazard for passing heads
Noise	Acceptable noise levels when tamariki and/or adults are inside	
Rubbish	Bins are not obstructing movement around centre	Bins are regularly emptied and cleaned
Disposal	Sharps or body fluids disposed of safely	
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
	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)
	Stocked as required	
Office equipment	Computers/laptops and any other devices safely located and correctly installed	Photocopiers/printers adequately ventilated
	Telephone/mobile phone operational	Guillotines, laminators etc stored and used safely
Substances	Cleaning fluids safely stored	Any other chemicals stored safely
	Kitchen items safely stored	
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 to 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	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 changes?	Pictures or wall displays secured?

