REQUIRED FOR LICENSING

_____ Playcentre Hazard and Risk Register

Last updated: / /

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 hazards occur and at least once a Term.

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

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 Sessional Health and Safety Checklist.** **D) If action required for resolution the date this is to be completed by.**

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Blank Page for Additions			
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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.

Name	Signature	Date	Name	Signature	Date

Playcentre

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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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Playcentre Hazard and Risk Register

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.

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
Area	**What to Look for:**	
Heating	Heaters are childproof – poking items in/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 usually be at no less than 18°C at 500mm above the floor

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Ventilation	All areas have good ventilation	Open windows should not be a hazard for passing head
Noise	Acceptable noise levels when tamariki and/or adults 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	
Area	**What to Look for:**	
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	Best practice - 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	

Area	**What to Look for:**	
Protection	Hoses available – adults know how to use them	Drills (fire, earthquake, shelter in place 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	

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Area	What to Look for:	
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