

	<b>Policy</b>
	<b>Policy Category: Health and Safety</b>
	<b>Date Created: September 2019</b>
	<b>Reviewed: 20 May 2025</b>
	<b>Policy Name: Hazard and Risk Identification and Management Policy</b>

The purpose of this operational policy is to keep children and adults safe by meeting Licensing Criteria HS12.

### Position Statement

This centre does everything possible to identify and eliminate, isolate, or minimise risks associated with hazards which may be infectious, chemical or physical to children and adults.

### Issue Outline

Children rely on adults to care for and protect them as they grow and develop. Early childhood education (ECE) services play an important role in the health and safety of children that are trusted with their education and care. Parents/caregivers expect ECE centres to protect children from injury or illness by regularly checking equipment, premises and facilities for hazards to children.

### Detail

A **Hazard** is anything that could cause harm in any way. A **Risk** is the harm that can actually be caused by the hazard.

All equipment, premises and facilities are checked daily for hazards to children using the Daily Hazard Register and any cause for concern is recorded in the Hazard Identification Record Sheet. This is completed by the opening teachers.

The hazards and risk and identification register includes 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);
- Equipment faults;
- Poisonous plants; and
- Bodies of water

### Hazard and Risk Register

We maintain a Hazard and Risk Register that contains:

- A brief description of the hazard
- The date the hazard was identified
- The risk(s) created by the hazard
- The risk assessment – whether the risk can be eliminated, isolated, or minimised
- What actions need to be taken to eliminate, isolate, or minimise each risk
- Who is responsible for overseeing the action
- When the action and risk are to be reviewed next

Accident/incident and hazard records are analysed to identify whether the accident/incident could have been prevented and whether a trend is emerging that the centre needs to respond to. Consideration and review of the Hazard and Risk Register is undertaken at our centre at every staff meeting and reported at the Board meetings.

### Alignment with Other Policies

Hazard and Risk Identification Register (HS12)

Food Policy (HS19)

Accident and Illness Policy (HS25)

Incident, Illness and Accident Record, Incident Investigation Form ((HS27)

Medicine Training Record (HS29)

### Relevant Background (including legislation/regulation references)

Licensing Criteria 2008, Health and Safety, Hazards and Outings and Premises and Facilities Licensing Criteria documentation required:

**HS12:** a hazard identification and management system. The system can be consistent with the requirements of the Health and Safety in Employment Act 1992, but goes beyond the consideration of significant hazards to employees to include all hazards to children.

**PF3-PF31** The purpose of this checklist is to provide quality assurance that all health and safety factors are checked prior to services being open to receive children for the day. This checklist is not comprehensive, and reflects a sight-check only. The checklist is based on the Premises and Facilities Licensing Criteria, published by the Ministry of Education.

### Impacts of Policy on Teachers, Parents/caregivers, Children

This policy provides an assurance to parents/caregivers that this centre complies with key legislative requirements and that it has strong procedures in place to ensure children are protected from harm.

### Alignment with the Centre Philosophy

This policy ensures a safe environment, a crucial part of creating and maintaining the well-being of children in our care.

### Implications and/or Risks

Failure to regularly check for hazards can cause serious harm to children and or adults in our centre.

### Implementation

Clear procedures have been developed and staff trained to follow them.

### Review

Review annually or when there is a significant change in the area of the policy topic.

<b>Authorised:</b>	
<b>Date:</b>	
<b>Review Date:</b>	
<b>Consultation Undertaken:</b>	BOT, Community and Staff via Storypark, noticeboards front foyer and staffroom and emailed BOT

