

## HAZARD AND RISK MANAGEMENT

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### **Purpose:**

Treetops Early Learning Centres aim to uphold the safety of children by ensuring that our services have a mechanism to assess and address environmental hazards in an ongoing way. We are committed to ensuring that our staff, children, parents and visitors are kept safe from harm and our staff are well educated in safe practices and prevention of injury. Equipment, premises and facilities are checked on every day of operation for hazards to children.

### **Control:**

#### **Eliminate:**

- Risks to health and safety. So far as is reasonably practicable.
- If it is not reasonably practicable to eliminate such risks, to minimise those risks so far as is reasonably practicable.

### **Risk/hazard definition:**

A hazard is something that is likely to cause injury or illness. We define it as:

*“an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm. A hazard includes a situation where a person’s behaviour has the potential to cause death, injury or illness to a person (whether or not that behaviour results from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person’s behaviour).”*

#### **Hazard Identification and control:**

- Systematically identify existing hazards to workers and the public at any of our places of work.
- Systematically identify new hazards to workers and the public at any of our places of work.

### **Procedures:**

- Staff will follow and document hazard checks daily inside and out.
- Staff will document daily playground safety checks
- Staff and management will keep an updated risk register which will be reviewed annually and documented on the annual plan.
- Visitors to the Centre will be informed about the identified hazards when they sign in on arrival.
- Hazard ID Checklists will be kept for the current year and the preceding year.
- Accident/Incident records are analysed to identify hazards. These will then be added to the risk register.

#### **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.
- Poisonous plants.
- Bodies of water.

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## Daily Safety Checklist: ROOM \_\_\_\_\_

### To be completed daily, each morning on setting up

Any hazards are to be corrected, repaired (if possible), removed or made inaccessible to children and then noted and put in our Admins tray in the office so that it can be logged in the maintenance folder for further action.

Date: (week beginning)	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Playground Areas</b>					
Surfacing free of hazards					
Check playground and immediate area through the fence is free of any poisonous plants					
No loose bolts or hazards on fixed climbing structures					
All climbing equipment, slides, swings put out for the day is securely fastened and meeting safety regulation					
Check for any foreign objects that may have blown over or been thrown over the fence. Areas clear of Poisonous plants, vandalism, weeds, rubbish, animal faeces etc.					
Sandpit is clean, raked and hazard free.					
Check condition and placement of learning, play and other equipment & experiences					
Check general site layout for adequate fall space					
Check there are no bodies of water that have pooled and may put children at risk					
Ensure that the exit gate is unlocked and clear					
Check for any wasps nests in or around wood areas					
Check all gates and fences are in good order					
Check sheds are secure and locked					
Ensure rubbish bins have been emptied					
<b>Inside</b>					
First Aid Kit is stocked					
All fire exits and fire equipment are clear					
Ensure floor surfaces are safe and non-slip					
Check condition of all resources including cleanliness and remove any broken resources					
All furniture is maintained and safe					
Ensure any new / relief staff are familiar with the fire and earthquake procedures					
Electrical hazards are all safe and sockets are covered					
Check all shelves are clear and safe					
Check for items placed where they pose a danger in falling on someone					
Check for hazards in kitchen/laundry/art area					
Ensure no hazard, cleaning agents or poisons can be accessed by children					
Check toilets are clean and in good working order					
Check storeroom is tidy and resources are secure					
Check for any hazards from building/repair work					
Check all medicines are secure from children and are within policy guidelines					
<b>General Premises</b>					
Check windows and other areas of glass					
Notes:					
Signed:					
Date:					
Checked and Signed by Health and Safety Committee:					

## Quarterly Safety Checklist

**To be completed by the Manager yearly in March, June, August, October.**

The Manager is to add the date of the inspection, sign where checked and safe. Any issues are to be noted here with a dot, and in the Maintenance book in the centre office in full detail. After the inspection is complete the manager is to sign at the bottom under the appropriate month as indicated. Steps must be taken to ensure that any identified hazards are corrected, repaired (if possible), removed or made inaccessible to children.

	March	June	August	October
<b>Playground Areas</b>				
Check all surfacing				
Check equipment platforms, structures and frames.				
Check all ropes/ cables, nets, chains and tyres etc				
<b>Facilities</b>				
Taps internal and external <40 degrees for child use.				
Electrical plugs, switches cover, cords etc.				
Door hinges				
Washing and kitchen sterilizing water at least 60 degrees				
Fridges < 4 degrees				
<b>Equipment</b>				
Equipment is stored safely when not in use				
All staff understand safe work practices				
<b>Emergency Systems</b>				
Evacuation procedure is displayed in each room				
Regular evacuation drill (both fire and earthquake are carried out				
Accident registers are being kept and procedure followed				
New staff have been advised of the evacuation procedures				
<b>General</b>				
A Daily check has been done for all hazards at the centre				
All furniture is maintained and safe				
Cleaning schedules are being followed				
Storage of cleaning materials is safe				
Children's allergy and medical information is displayed				
Sleep charts and nappy charts are being used				
Nappy changing procedure is displayed				
Carpets / floor surfaces needing polish / shampoo				
Window check				
<b>Signed:</b>				
<b>Date:</b>				

# Annual Safety Checklist



**To be completed by the manager yearly in April.**

The Manager is to add the date of the inspection, tick where checked and safe.

Any issues are to be noted here with a dot, and in the maintenance book in the Centre office in full detail. After the inspection is complete, the manager is to sign at the bottom under the appropriate month, as indicated. Steps must be taken to ensure that any identified hazards are corrected, repaired (if possible) removed or made inaccessible to children.

DATE.....

Playground Areas	Notes
Check all surfacing	
Check equipment platforms, structures and frames	
Check all ropes / cables, nets, chains and tyres etc.	
Check Slides	
Access and entrance – maintained	
Sandpits – clean and covered	
Check general site layout	
Check as per NZ safety standards full checklist	
Facilities	
Lighting	
Electrical plugs, switches cover, cords etc.	
Electrical wiring	
All electrical appliances are checked	
Drinking water	
Rubbish disposal – ensure adequate	
Cleaning Contractors - check	
Kitchen	
Heating	
Building WOF is current	
Equipment	
Equipment is stored safely when not in use	
All staff understand safe work practices	
Emergency Systems	
Evacuation procedure is displayed in all rooms	
Regular evacuation drill (both Fire and Earthquake) are carried out	
Emergency exits are clearly labeled	
First Aid kits are checked	
Alarm system is checked	
Appropriate fire extinguishers are available	
New staff have been advised of the evacuation procedures	
Grounds	
Guttering and drains cleared	
Grass / weed – check for poisonous plants	
Signage – smoke free, exits	
Exits clear	

Building exterior	
Fences	
<b>General</b>	
Staff are familiar with the fire and earthquake procedures	
A daily check has been done daily for hazards at the centre	
Flooring and non-slip surfaces are maintained and safe	
Car park area is safe	
Storage of cleaning materials is safe	
Complaints procedure is displayed in each centre	
Sleeping procedure is displayed	
Nappy changing procedure is displayed	
Carpets / Floor surfaces	
Window Check	
<b>Any notes to refer to maintenance or hazard ID:</b>	

Signed.....

Date.....

## Hazard and Risk Management

### Appendix 1

#### POISONOUS PLANTS IN NEW ZEALAND – PRE SCHOOL CENTRES

Plants which existing literature suggests should not be grown or tolerated in pre-school centres.

Prepared by W R Skyes, Research Associate, Land care Research, Lincoln, Canterbury



#### INTERNAL POISONS – (Harmful if swallowed)

- Angels Trumpet (*Brugmansia Candida*) – North Island and warmest parts of South Island
- Arums and arum lily (*Arum* species and *Zantedeschia aethiopica*)
- Bittersweet (*Solanum dulcamera*) – mainly South Island and Lower North Island
- Castor oil (*Ricinus communis*)
- Death cap and fly agaric (*Agaricus Phalloides* and *A. muscaria*)
- Deadly night shade
- Fox Glove (*Digitalis purpurea*)
- Hemlock (*Conium maculatum*)
- Jerusalem cherry (*Solanum diflorum* and *S. pseudocapsicum*)
- Laburnum (*Laburnum anagyroides*) – mainly South Island and southern half of North Island
- Lantana (*Latana camera*) – warmer parts of North Island and northern areas of South Island
- Lily of the valley (*Convallaria majalis*) – mainly South Island
- Monkshood (*Aconitum napellus*) – mainly South Island
- Oleander (*Nerium oleander*)
- Persian Lilac or white cedar (*Melia azederach*) – mainly North Island
- Potato (*Solanum tuberosum*) – all green parts
- Privet species (*Ligustrum* species)
- Queen of the night (*Cestrum nocturnum*)
- Spindle tree and Japanese spindle tree (*Euonymus europaeus* and *E. japonicas*) – latter mainly fruiting in the North Island
- Stinking Iris (*Iris foetidissima*)
- Tutu (*Coriaria* species) – nearly always *C. arborea*
- Yew (*taxus baccata*) – although nearly all parts of both sexes are poisonous, only the berry of the female tree, with its poisonous seed, is likely to be eaten.

#### EXTERNAL POISONS – (Harmful if touched)

- Stinging nettles (*Urtica* species)
- Wax tree or Japanese wax tree (*Rhus succedanea*) – mainly North Island and northern South Island.

#### NOTES

Certain very poisonous plants are excluded from the above list because of their rarity in New Zealand, e.g. deadly nightshade\* (*Atropa bella-donna*), bushman's Poison (*Acokanthera oppositifolia*), henbane (*Hyoscyamus niger*), and poison ivy (*Rhus radicans*). Also excluded are poisonous plants which, although common, have no parts likely to attract young children; e.g. hellebores (*Hellebores* species), box (*Buxus sempervirens*), and thornapple or datura (*Datura stramonium*), the last having very poisonous seeds enclosed in spiny capsules.

Many plants have spiny or prickly vegetative parts but these are not considered reason enough to exclude such plants from pre school education centres. Most of these plants are either not poisonous or not very poisonous e.g. roses (*Rosa* species and hybrids), firethorns, (*Pyracantha* species), Hawthorn (*Crataegus monogyna*), gooseberry (*Ribes uva-crispa*), and holly (*ilex aquifolium*).

\*True deadly nightshade is extremely rare in New Zealand. Unfortunately, this name is mistakenly applied to a black nightshade (*Solanum nigrum*), the latter having somewhat poisonous green parts and harmless berries. The two are easily distinguished: Deadly Nightshade is a large plant over a metre high when mature, and has large, bell shaped, brownish-purple flowers followed by large egg shaped black berries. Black nightshade is a much smaller plant (about half the height of deadly nightshade when mature), and has small white star shaped flowers followed by little black berries, similar to black currants.

**WARNING: If a child is displaying serious symptoms of poisoning, treat as an emergency and dial 111 for an ambulance**