

Hazard and Risk Management Policy

PURPOSE

To determine all possible ways to eliminate, isolate, or minimise hazards which may be infectious, chemical or physical to children and adults.

PRACTICES

All equipment, premises and facilities are checked daily for hazards to children and Staff using the Daily Hazard Register and any cause for concern is recorded in the Hazard Identification Record Sheet (located in the staff room) and must be brought to the attention of the Centre Director and Service provider. Management and SCCET will review the Hazard Identification Record regularly and at least at every management meeting and ensure timely action is taken when needed.

Health and safety is a regular item on our staff meeting agenda and twice a year we formally review all potential hazards and risks in our centre and for our local excursions using both the Health and Safety Template

<https://docs.google.com/document/d/1sebKoumLnZidJHeM--fm-VnwoDm4qwHwLL8MMRQNEAc/edit#heading=h.gjdgxs> and guidance given in the Summary Health and Safety Staff Briefing notes.

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.
- Water temperature for children
- Room temperature
- Emergency Exits doors clear
- Intercom checked in office

Accident/incident and hazard records are analysed separately and together and we decide on appropriate action to be taken and also to have a clear record of causes of injuries and/or potential risks.

GUIDING DOCUMENTS: Licensing Criteria 2008 HS12, PF3 - PF31

Approved by: Centre Director: *Hilary Henderson*

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Service Provider Contact Person: *Aaron Donaldson*

Date: February 2025

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