



HAZARD AND RISK REGISTER

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PHYSICAL ENVIRONMENT	POTENTIAL HARM	LEVEL OF RISK What is your assessment?	CONTROLS AND ACTIONS What controls and actions are needed?	BY WHOM	HOW OFTEN?
Equipment and machinery	Injuries caused by entrapment, being struck, entanglement. Cuts. Burns. Pool chemicals, Chlorine, acid products petrol, diesel	Hot glue guns Some risk	When children use these, there needs to be strict supervision Stored in locked shed, Safety clothing	Teachers Grounds person, Pool cleaner	
Storage	Injuries caused by being struck by falling objects or entrapment.	Some risk	Shelves need to be checked and not overloaded	Teachers Principal	Once a year
Floors	Injuries caused by slips and trips.	Some risk	Signs need to be put up when floors are wet.	The person mopping the floor	During school hours



Access Ways	Injuries caused by slips and trips.	Little risk			
Corridors	Injuries caused by trips	Some risk	Ensure bags and personal belongings are hung up and corridors are clear at all times	Students and teachers	Throughout the school day
Emergencies	Burns. Inhalation of smoke and toxic gases Injuries caused by being struck by falling objects Drowning in a flood or tsunami Injuries caused by explosions Injuries and illness caused by spills of hazardous substances	Very little risk	Evacuation if needed	Everyone	
Steps, Stairs, Landings	Injuries caused by slips, trips, and falls.	Little risk			
Toilets	Injuries caused by slips, trips, and falls. Infection by substandard cleanliness.	Little risk			
Ventilation / air conditioning	Discomfort due to heat, cold, moving air, and humidity. Legionnaires disease if cooling towers for air conditioning systems are present.	Maintain right temperature	Heat pumps at right temperature	Staff	
Electrical equipment	Electric shock, electric burns. Injuries caused by tripping over cables.	Little risk	Electrical checks once a year to ensure that equipment is safe.	Electrician Staff	Once a year



	Burns caused by fire if equipment or power boards overhead.		Put cables up, so that one can't trip over them		
Lighting	Injuries caused by slips or trips in low lighting. Eye strain caused by poor lighting or glare. Headaches.	Little risk	Ensure lighting is working	Staff	Ongoing
Noise	Hearing damage. Distraction and irritation.	Little risk	Make sure that sound is not too loud and that the noise level is such that children are not distracted.	Staff	Ongoing
Lifting objects or children	Back or neck injuries. Injuries caused by tripping while carrying something or someone.	Little risk	Make sure that one does not carry too much. Use trolley if carrying heavy loads	Everyone	Ongoing



Working at height	Injuries caused by falling or being struck by falling objects.	Little risk	Scaffolding provided	Caretaker	
Furniture	Injuries caused by being struck by falling furniture, tripping over furniture, falling off of furniture, or furniture collapse.	Little risk	Orderly classrooms and environment	Staff	Ongoing
Work stations and ergonomics	Musculoskeletal injuries, strains, sprains.	Little risk	Tables and chairs at appropriate height	School management	Ongoing
Communicating	Voice strain or loss caused by talking in noisy environments.	Little risk	Only raise one's voice when necessary	Staff	Ongoing
Car park	Injuries caused by slips and trips. Injuries caused by being struck by vehicles.	Some risk Review safety procedures	Ensure children are aware of the road rules. No children out of school grounds.	Staff	Once a year or when necessary
Playground	Injuries caused by falling from playground equipment. Injuries caused by being struck by falling children or objects. Injuries caused by sharp parts on equipment. Injuries, e.g. strangulation, caused by entrapment in ropes, chains, etc.	Some risk	Regularly check playground equipment	Principal and Caretaker	Daily



<p>Other outside areas</p>	<p>Injuries caused by gardening equipment when gardening. Injuries caused when children fall while climbing trees. Injuries caused by being struck by branches or trees falling, e.g. in high winds. Electrocution caused by power lines brought down by falling trees.</p>	<p>Some risk</p>	<p>Ensure that children only climb designated trees.</p>	<p>Staff</p>	<p>Ongoing</p>
<p>Outside environment</p>	<p>Sunburn Heat stroke Hypothermia Dehydration</p>	<p>Some risk</p>	<p>Suitable clothing. Sun safety guidelines in place.</p>	<p>Everyone</p>	<p>Ongoing</p>
<p>EOTC</p>	<p>Injuries caused by hazardous activities. Stress suffered by staff participating in EOTC</p>	<p>Medium level of risk</p>	<p>RAM in place</p>	<p>Staff</p>	<p>For each event</p>



BIOLOGICAL HAZARDS	POTENTIAL HARM	LEVEL OF RISK What is your assessment?	CONTROLS AND ACTIONS What controls and actions are needed?	BY WHOM	HOW OFTEN?
Infection	Communicable disease, such as influenza Illness caused by poor waste management	Some risk	Children/staff stay home when ill.	Everyone	
Blood or body fluids	Infection by blood and body fluid transmitted diseases, such as hepatitis, or gastroenteritis	Some risk	Use gloves when dealing with body fluid	Staff	
Garden areas	Legionnaires disease caused by exposure to potting mix, compost, etc. Toxoplasmosis caused by exposure to cat faeces.	Some risk	Safe handling of potting mix and washing of hands afterwards	Anyone in contact with soil.	



CHEMICAL HAZARDS	POTENTIAL HARM	LEVEL OF RISK What is your assessment?	CONTROLS AND ACTIONS What controls and actions are needed?	BY WHOM	HOW OFTEN?
Chemicals	Chemical burns, irritation, poisoning, unconsciousness, respiratory damage, dermatitis, lung disease, cancer, pollution of water course	Little risk	Chemicals locked away	Staff	Ongoing
Flammable substances	Burns. Inhalation of smoke and toxic gases.	Little risk	Children leave the area when there are smoke or toxic gases	Staff	Ongoing



PSYCHO/SOCIAL HAZARDS	POTENTIAL HARM	LEVEL OF RISK What is your assessment?	CONTROLS AND ACTIONS What controls and actions are needed?	BY WHOM	HOW OFTEN?
Aggressive children, parents, visitors, or staff	Injuries caused by assault. Stress and anxiety caused by verbal abuse.	Some risk	Be prepared to ring 111 if necessary	Principal/ Office administrator	When abuse occurs
Bullying	Stress, depression, and other mental illnesses.	Some risk	Make sure that children are informed about strategies to counteract bullying	Teachers	When needed KOS
Work stress	Problems concentrating, insomnia, irritability, depression. Heart problems, mental illness, high blood pressure, peptic ulcers, allergies, alcohol and drug addiction.	Some risk	Further develop staff wellbeing	Teaching staff	ongoing
Working alone	Injuries caused by assault. Exacerbation of injuries or illness due to not being found quickly, e.g. after being injured by slipping or having a heart attack.	Some risk	Make sure everyone keeps an eye out for everyone's welfare.	All staff	ongoing