

HAZARD IDENTIFICATION		RISK ASSESSMENT			CONTROL METHOD			REVIEW	
Hazard	Description of likely injury/ illness	Likelihood of injury or illness	Consequence	Risk rating Low/mod/high	Eliminate, Minimise, Other control.	How the control will be put in place	By whom and when	Review date	Control effective? Further control needed?
<b>ADMINISTRATION</b>									
Interaction with hostile parents	Could lead to stress&/or physical harm	Rare	Moderate	Low	Minimise when	Ensure staff all aware of any aggravated parents, ensure staff not alone	All staff Ongoing	Annual & after any incidents	
<b>WORKING WITH CHILDREN / PROFESSIONAL DUTIES</b>									
Working with children who are unwell	Illness	Likely	Moderate	High	Minimise	Regular hand washing. Removal &/or Laundering of any soiled clothing immediately	All staff As sickness occurs	Annual	
High noise levels	Inside loud noises from children	Likely	Major—over time	Moderate	Eliminate	Noisy children moved to outside area	All staff Ongoing	Annual	* consider acoustic expert
<b>INDOOR</b>									
Storage of resources	Injury caused by falling objects	Likely	Major	Moderate	Eliminate	Items stored on shelves with upward edge on front of shelf. Resources not to be stacked high.	All staff Ongoing	Annual	
Accessing or displaying resources above reachable height	Injury falling off climbing apparatus. Earthquake hazard	Likely	Major	High	Minimise	Ladder must be used to reach high items or display things. Any items 1m above ground must be earthquake proofed	All staff Ongoing	Annual	
<b>OUTDOOR</b>									
Movable loose parts	Falling onto children—espec feet/toes, when moved	Likely	Minor	Low	Minimise	Encourage children to move loose parts carefully	All staff Ongoing	Annual	

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Trees	Fall from trees	Rare	Moderate	Moderate	Minimise	Red paint on trees to show children limit of climbing height. Branches checked for rot	All staff Ongoing	Annual	
Poisonous plants	Could be eaten	Rare	Major	Moderate	Minimise	Daily check for mushrooms/toadstools  Children not to eat ornamental plants	All staff; Daily All staff; On-	Daily Annual	
Wasps	Stings; Discomfort & Possible allergic reaction	Unlikely	Moderate	Low	Eliminate	Any wasp nests found will be exterminated  First aid always on hand for stings	All staff Ongoing	Annual	
Blackberry & Thistles	Scratches / thorns=prickles	Unlikely	Minor	Low	Minimise	Pull out any blackberry as found. Children wear gumboots on farm	All staff Ongoing	Annual	
Lilly flowers	Can cause rash/itch	Unlikely	Minor	Low	Minimise	Discourage children from playing with these flowers when on farm/garden	All staff Ongoing	Annual	
Animal germs and disease	Illness	Likely	Minor	Low	Minimise	All children to wash hands when returning from farm	All staff Ongoing	Annual	
Water– troughs Bodies of water	Drowning	Rare	Major	High	Minimise	Ensure all children near troughs/puddles have adult close by supervising. Wood pallets over puddles	All staff Ongoing	Annual	
Rain	Cold /wet children	Rare	Minor	Low	Minimise	Ensure children out in rain have waterproof clothing on	All staff Ongoing	Annual	

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OUTDOOR Cont'd									
Farm animals-- chickens pig	Biting Feces	Likely	Moderate to serious	Moderate	Minimise	Children not to go into paddock with animals. May assist with feeding over the fence. Ref to pol		Annual	
KITCHEN / FOOD/ WATER									
Hot food	Burn	Likely	Major	Moderate	Minimise	Ensure all staff in kitchen preparing food or using kitchen equipment have covered shoes on shoes on	All staff Ongoing	Annual	
Knives	Cuts /gashes	Likely	Major	Moderate	Minimise	Ensure all staff in kitchen preparing food or using kitchen equipment have covered shoes on shoes on	All staff Ongoing	Annual	
Food	Allergic reactions	Unlikely	Moderate	Moderate	Minimise	Children with allergies have photograph and info on pantry door	All staff Ongoing	Annual	
Cleaning products	Poison	Likely	Moderate	Moderate	Minimise	Lock on cupboard under sink and lock on laundry door	All staff Ongoing	Annual	
Water	Burn Legionnaires	Unlikely	Moderate	Moderate	Minimise	Taps set to max temp 40deg Water cylinder heated to 60	Plumber All staff Ongoing	Annual	