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| **Tool 5: Risk register template** |

This template will help you consider the hazards/risks at your early learning organisation or service, and the controls needed.

The template is organised by areas of work and activity typical to an early learning service (eg, administration, food preparation, working with children), and under each of these you might consider risks relating to people, activity, environment, equipment, and design, plus any others relevant to your service and wider organisation.

[NAME OF SERVICE] RISK REGISTER

The content of this risk register has been reviewed by [name of PCBU / officers] on [date].

The next review is scheduled to take place on [date].

Signed: [signature of authorised person/s]

Name: [name of authorised person/s]

**RISK REGISTER FOR [Service name] COMPLETED BY [name] DATE [...]**

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| **HAZARD IDENTIFICATION** | | **RISK ASSESSMENT** | | | **CONTROL METHOD** | | | **REVIEW** | |
| **Hazard** | **Description of**  **likely injury/**  **illness** | **Likelihood**  **of injury or**  **illness** | **Consequence** | **Risk rating** | **Eliminate,**  **Minimise,**  **Other control** | **How the control will be put in place** | **By whom**  **By when** | **Review**  **date** | **Control**  **effective?**  **Further**  **control**  **needed?** |
| **ADMINISTRATION** | | | | | | | | | |
| eg. interactions  with hostile  parents | Could lead to  stress and/or  physical harm | rare | moderate | moderate | Minimise by  administrative  controls | Have a procedure  Staff training | All staff  Ongoing | Annual  & after  incidents |  |
| **WORKING WITH CHILDREN / PROFESSIONAL DUTIES** | | | | | | | | | |
| eg. high noise levels |  | likely | moderate | high | Minimise by  administrative  &/or  engineering  controls | Monitor noise levels  throughout the session  Install noise monitor tech | All staff  Ongoing |  |  |
| **INDOOR** | | | | | | | | | |
| eg. storage of  resources | Hit by falling  objects | unlikely | minor | moderate | Eliminate | Ensure no frequently used objects are stacked or stored above head height.  Install restraints to prevent objects falling from open  shelves |  | 01.01.16 | Yes. No  incidents  reported |

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| **OUTDOOR** | | | | | | | | | |
| eg. storage of  heavy moveable  equipment | Back injuries | likely | moderate | high | Minimise by  administrative  controls | Give staff ACC back safety information  Set weight limits on  objects for lifting  Implement procedure for  moving |  |  |  |
| **OFFSITE** | | | | | | | | | |
| eg. picnic  excursion to park  - river nearby,  children could  fall in | Drowning | rare | major | significant | Minimise by  isolating &/or  administrative  controls | Procedures for  supervision, including  higher adult:child ratios;  picnic location far away  from river; temporary  barriers | All on  excursion;  in advance  of  excursion | Post  excursion |  |
| Cold, wet  children | unlikely | minor | low | Minimise by  isolating &/or  administrative  controls |  |  |  |  |
| **HEALTH AND HYGIENE MANAGEMENT** | | | | | | | | | |
| eg. use of  cleaning  products | Skin burns  Poisoning | rare | major | significant | Minimise by  isolation &/or  PPE | Procedure for use and  storage eg. lock away  when not in use; wear  gloves, eye protection,  masks; don’t use when  children in vicinity; label  products clearly | All staff  Ongoing | Daily  hazard  check |  |
| **FOOD PREPARATION** | | | | | | | | | |
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| **EMERGENCY MANAGEMENT** | | | | | | | | | |
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| **FACILITIES / PROPERTY MANAGEMENT** | | | | | | | | | |
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