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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. interactionswith hostileparents | Could lead tostress and/orphysical harm | rare | moderate | moderate | Minimise byadministrativecontrols | Have a procedureStaff training | All staffOngoing | Annual& afterincidents |  |
| **WORKING WITH CHILDREN / PROFESSIONAL DUTIES** |
| eg. high noise levels |  | likely | moderate | high | Minimise byadministrative&/orengineeringcontrols | Monitor noise levelsthroughout the sessionInstall noise monitor tech | All staffOngoing |  |  |
| **INDOOR** |
| eg. storage ofresources | Hit by fallingobjects | unlikely | minor | moderate | Eliminate | Ensure no frequently used objects are stacked or stored above head height.Install restraints to prevent objects falling from openshelves |  | 01.01.16 | Yes. Noincidentsreported |

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| **OUTDOOR** |
| eg. storage ofheavy moveableequipment | Back injuries | likely | moderate | high | Minimise byadministrativecontrols | Give staff ACC back safety informationSet weight limits onobjects for liftingImplement procedure formoving |  |  |  |
| **OFFSITE** |
| eg. picnicexcursion to park- river nearby,children couldfall in | Drowning | rare | major | significant | Minimise byisolating &/oradministrativecontrols | Procedures forsupervision, includinghigher adult:child ratios;picnic location far awayfrom river; temporarybarriers | All onexcursion;in advanceofexcursion | Postexcursion |  |
| Cold, wetchildren | unlikely | minor | low | Minimise byisolating &/oradministrativecontrols |  |  |  |  |
| **HEALTH AND HYGIENE MANAGEMENT** |
| eg. use ofcleaningproducts | Skin burnsPoisoning | rare | major | significant | Minimise byisolation &/orPPE | Procedure for use andstorage eg. lock awaywhen not in use; weargloves, eye protection,masks; don’t use whenchildren in vicinity; labelproducts clearly | All staffOngoing | Dailyhazardcheck |  |
| **FOOD PREPARATION** |
|  |  |  |  |  |  |  |  |  |  |
| **EMERGENCY MANAGEMENT** |
|  |  |  |  |  |  |  |  |  |  |
| **FACILITIES / PROPERTY MANAGEMENT** |
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