



Kindergarten

Dunedin Rudolf Steiner

Learning with head, heart and hands

Hazard Management Procedure (HS12)

Purpose

To determine what actions may be necessary to ensure safety at the school, hazard checks and safety audits will be carried out on a regular basis and remedial action taken.

Person Responsible: Kindergarten Head Teacher. Checked by Health and Safety Officer.

Procedure

Daily checks for hazards as listed on the daily hazard form are carried out each morning in each room and in the shared spaces and grounds. These checks are documented. A teacher in each room carries out the check for their room and associated bathrooms, and the Head teacher or Person Responsible is responsible to checking the grounds.

The Hazard Register for Kindergarten is kept in the Kindergarten office – this is to record hazards that cannot be immediately rectified.

A Daily Hazard Checklist is kept in each Kindergarten room. Each week the head teacher signs to confirm she has seen these checklists completed.

Each term a member of the management team or a member of the Trust will conduct a safety tour through the kindergarten, using a Daily Hazard Checklist as documentation. This will be stored in the Hazard Checklist folder in the Kindergarten office.

Each year, a member of the Trust will carry out an Annual Playground Inspection. A copy of the completed inspection will be kept in the Hazard Checklist folder in the Kindergarten office.

Hazards include, but are not limited to the following:

- poisonous plants (see H&S Reg. 46 and separate procedure)
- pests / vermin
- equipment faults
- cleaning agents, medicines, poisons, and other hazardous materials

- electrical sockets and appliances (particularly heaters)
- hazards present in kitchen (eg hot items on stove) or laundry facilities – kitchen gates/outside gates not working
- vandalism, dangerous objects, and foreign materials (e.g. broken glass, animal droppings)
- unsecured cupboards, items that can fall etc
- the condition and placement of learning, play and other equipment; windows and other areas of glass;
- poisonous plants
- bodies of water.

Steps are taken to remove poisonous plants, vermin, or pests, and dispose them of appropriately.

At weekly staff meetings the kindergarten's accident and incident records are analysed to identify hazards.

Name: Julie MacLeod Position: Head Teacher

Signed: J. MacLeod

Date: 8-8-2022 Next review: 8-8-2025