



## 1.3 Hazard Identification and Management Procedure

**Linked Policy:** Health, Safety and Wellbeing

**Classification:** Health, Safety and Wellbeing

**Applies to:** All employees

**Approved by:** Chief Executive

**Date Approved:** September 2026

**Next Review Date:** September 2027

### Purpose:

To provide a clear guide for all kaimahi on how to identify, log, and manage hazards.

### Te Ao Māori Considerations:

Uphold manaakitanga by responding with respect and compassion. Communicate with whānau in a culturally responsive way and involve the Pou Ahurea if additional support is needed.

### Roles and responsibilities:

| Classification             | Description and Required Action                                          |
|----------------------------|--------------------------------------------------------------------------|
| Employees                  | Identify and log hazards in 1Place, follow all controls                  |
| Kindergarten Leaders       | Review, assess, and resolve hazards; lead team discussions               |
| Kindergarten Support Leads | Oversee 1Place reporting, close hazards on 1Place and ensures compliance |
| Health & Safety Committee  | Monitor 1Place data trends, share learnings and offer recommendations    |

### Hazard List Display

A copy of the kindergarten's hazard register must be visible at the sign in register to allow visitors to be aware of the hazard.

### Step 1: Identify the hazard

1. Observe your environment during set-up, pack-down, and daily routines.
2. Look for anything that could cause harm – unsafe equipment, wet floors, electrical hazards, challenging behaviours, etc.
3. Use the Risk Assessment Framework to assess the risk of the hazard (See appendix A)
4. Apply Hierarchy of Controls (See appendix B)





5. If the hazard requires additional interventions, photograph the hazard and log in 1Place Hazard Register.

### **Step 2: Assess the residual risk**

1. Kindergarten Leader reviews the hazard in 1Place.
2. Assess likelihood and consequence using the Risk Assessment Framework.
3. Confirm whether the risk can be eliminated or must be minimised.
4. Record updated risk level and agreed controls in 1Place.

### **Step 3: Communicate and implement**

1. Display temporary signage if required.
2. Discuss hazard and controls at team meetings or daily briefings.
3. Add to Hazard Register and Daily Hazard Checklist (if hazard has not been eliminated)
4. Add to Hazard Register at sign in desk (if hazard has not been eliminated).
5. Ensure all kaimahi, relief staff, and contractors are informed.

### **Step 4: Monitor and review**

1. **Daily:** Complete the Daily Hazard Checklist. Check that controls remain effective,
2. **Termly:** Conduct site hazard inspections (recorded in 1Place Checklist “Midterm Checklist”) and review Hazard Register with your team
3. **Yearly:** Internal Playground/Environmental auditing
4. **2 Yearly:** External playground auditing

### **Step 5: Close the hazard**

1. Kindergarten Leader to update 1Place ticket if the hazard is resolved



## Appendix A: - Risk Assessment Framework

### Likelihood Scale:

**5: Almost Certain:** The consequence is expected to occur in most circumstances, eg 80% + chance of occurring in the next 12 months.

**4: Likely:** The consequence has a reasonably high chance of occurring in many circumstances, eg 60% - 80% chance of occurring in the next 12 months.

**3: Possible:** The problem could conceivably occur in some circumstances, eg 30% - 60% chance of occurring in the next 12 months.

**2: Unlikely:** The consequence is unlikely to occur in most circumstances, eg 1% - 30% chance of occurring in the next 12 months.

**1: Rare:** The consequence would occur only in exceptional circumstances, eg less than 1% chance of occurring in the next 12 months.

### Risk Rating:

**A: Critical (10-20), or Extreme Consequence**

**B: High (5-9)**

**C: Medium (3-4)**

**D: Low (1 – 2)**

### Consequence Scale:

**4. Extreme:** Disaster; extreme impact on staff, plant, and/or operations.

**3: Major:** Business operations severely damaged or disrupted; requires extraordinary management input and resources.

**2: Moderate:** Significant disruption possible; managed with additional management input and resources.

**1: Minor:** Some disruption possible; able to be managed with management input.

### Gross Risk Scale:

**Gross Risk** number is calculated as: (Likelihood x Impact = Gross Risk) then applied to the categorisation of the risk rating below

| Likelihood\Impact | 1: Minor | 2: Moderate | 3: Major: | 4. Extreme: |
|-------------------|----------|-------------|-----------|-------------|
| 5: Almost Certain | 5        | 10          | 15        | 20          |
| 4: Likely:        | 4        | 8           | 12        | 16          |
| 3: Possible       | 3        | 6           | 9         | 12          |
| 2: Unlikely       | 2        | 4           | 6         | 8           |
| 1: Rare           | 1        | 2           | 3         | 4           |



## **Appendix B: Hierarchy of Controls**

1. **Elimination** – Remove the hazard entirely.  
*No hazard, no problem.*
2. **Substitution** – Replace the hazard with something safer.  
*Swap the sharp knife for a butter one.*
3. **Isolation** – Separate people from the hazard.  
*Barriers, lockable gates, designated zones.*
4. **Engineering Controls** – Redesign the environment or equipment to reduce risk.  
*Guardrails, anti-slip surfaces, ventilation systems.*
5. **Administrative Controls** – Change the way people work.  
*Policies, procedures, training, signage, rosters.*
6. **Personal Protective Equipment (PPE)** – Protect the individual.  
*Gloves, masks, Aprons. Important — but the last line of defence.*